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The Writer's Desk Book

WILLIAM DANA ORCUTT

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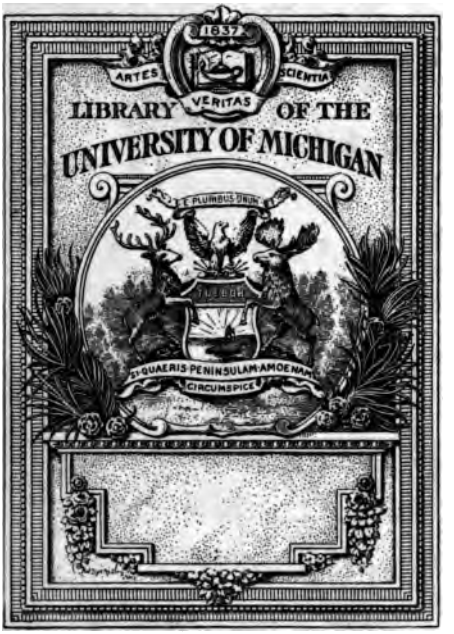
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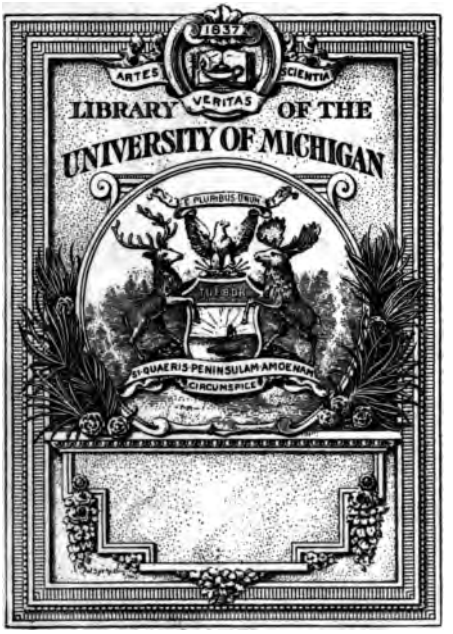
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THE WRITER'S DESK BOOK

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The Writer's Desk Book

Being a reference volume upon questions of PUNCTUATION · CAPITALIZATION · SPELLING · DIVISION OF WORDS · INDENTION · SPACING ITALICS · ABBREVIATIONS ACCENTS · NUMERALS · FAULTY DICTION · LETTER WRITING POSTAL REGULATIONS · *Etc · Etc*

By WILLIAM DANA ORCUTT
for many years Head of The University Press · Cambridge · Now associated with THE PLIMPTON PRESS · *Norwood Mass*

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THE WRITER'S DESK BOOK

PUNCTUATION MARKS, ACCENTS, ETC.

,	Comma	¨	Dieresis
;	Semicolon	ç	Cedilla
:	Colon	∧	Caret
.	Period	" "	Quotation-marks
?	Interrogation	{}	Brace
!	Exclamation	***	Ellipsis
()	Parentheses	. . .	Ellipsis, leaders
[]	Brackets	*	Asterisk
'	Apostrophe	†	Dagger
-	Hyphen	‡	Double dagger
´	Acute accent	§	Section
`	Grave accent	‖	Parallels
^	Circumflex accent	¶	Paragraph
~	Circumflex or tilde	☞	Index
–	Long or macron	* * *.	Asterisks
∪	Short or breve		

The Section-mark is derived from the first letters of the words *signum sectionis*, meaning sign of the section, the old-fashioned ſ being used. The paragraph mark ¶ is the roman letter P reversed, with black and white interchanged.

PUNCTUATION

IN early manuscripts the words followed one another without punctuation points, thus making it difficult for readers to separate the ideas into the same parts as originally intended by the authors. Later they were separated by dots or other marks, which method obtained in the earliest printed volumes. Aldus Manutius (Venice, 1490–1515) and his family were the pioneers in establishing a basis for systematic punctuation. From this chaotic condition definite rules have gradually been evolved for general guidance, but judgment and taste must always be the final guides to correct punctuation. Assistance may be obtained by observing a few simple rules which are based upon the idea that the purpose of every punctuation mark is to indicate to the eye the construction of the sentence in which it occurs.

No one of the various punctuation marks should ever be used exclusively or to excess, for each one has some specific duty which it can perform better than any other. It is always wise to question why, in a given case, a punctuation mark should be put in rather than why it should be left out, for of the two evils an over-punctuated book is the more objectionable. "Close punctuation," char-

acterized by the use of many commas, prevailed in the English of the eighteenth century and is today the best French usage, but "open punctuation," which avoids the use of any point not clearly required by the construction, is now favored by the best English writers.

THE COMMA

Dean Alford once wrote, in disgust, "The great enemies to understanding anything in our language are the commas," and prided himself that in the course of editing the Greek text of the New Testament, he destroyed more than a thousand of these "enemies." The chief use of this, the smallest degree of separation, is to define the particles and minor clauses of a sentence. It should always be placed inside the quotation-marks when used in connection with them.

The comma is required:

1. Before a conjunction when the preceding word is qualified by an expression which is not intended to qualify the word following the conjunction: e.g., *He suddenly started, and fell.*

2. Between adjectives and adverbs when not connected by a conjunction: *He possessed a calm, exasperating manner;* but the comma may be omitted between two adjectives when the idea is close: e.g., *A clear cold day.*

3. After adjectives and adverbs where three or more are used in succession: e.g., *The man possessed a calm, cynical, exasperating manner.*

4. In a succession of three or more words where the conjunctive *and* is used before the last one: e.g., *He was tall, thin, and pale.*

5. When the word after the conjunction is followed by an expression which qualifies that word alone: e.g.,

'Twas certain he could write, and cipher too.

6. After inverted phrases and clauses: e.g., *Discouraged by constant opposition, he resigned his position.* Short phrases of similar nature do not require the comma: e.g., *Of his intentions there could be no doubt.*

7. To separate the adverbs *however, now, then, too, perhaps,* and *indeed* from the context when they are used as conjunctions: e.g., *This idea, however, had not occurred to him.* When these words are used as adverbs, the comma is not required: e.g., *It must be done, however contrary it may be to our present advantage.*

8. To separate parenthetical or intermediate expressions from the context: e.g., *His intentions, though at first concealed, became obvious.*

9. After the last word of a series composed of several words not connected by conjunctions: e.g., *The men, the women, the children even, were up in arms.*

10. Between words or phrases in apposition with each other: e.g., *I refer to Mr. Taylor, the father of Scientific Management.* But when used as a single phrase or a compound name, no comma is required: e.g., *The poet Tennyson was born in 1809.*

11. Between the name of a person and his title or degree: e.g., *Charles W. Eliot, President Emeritus; Woodrow Wilson, LL.D.*

12. Between two independent clauses connected by a conjunction: e.g., *The door was barricaded, but we managed to open it.*

13. Between relative clauses which are explanatory of an antecedent, or which present an additional thought: e.g., *Her voice, which was charming in her own drawing-room, was not powerful enough for a public auditorium.* But relative clauses which limit the meaning of the antecedent (called *restrictive*) do not require the comma: e.g., *He did that which he was obliged to do.*

14. Between two clauses, one of which depends on the other, and usually introduced by *if, when, unless, though, where, wherever,* etc.: e.g., *If we stand together, success is assured.* If the clauses are closely connected both in sense and construction, the comma is not required: e.g., *William was ten years old when his father moved to Boston.*

15. In compound sentences, to separate the co-ordinate clause when closely related and simple in construction: e.g., *He was*

courteous, not cringing, to superiors; affable, not familiar, to equals; and kind, but not condescending, to inferiors.

16. To indicate an ellipsis: e.g., *Price, seventy-five cents.*

17. To separate vocative words or expressions from the context: e.g., *I leave it, gentlemen, to your sense of right and wrong.*

18. Before *not*, when introducing an antithetical clause: e.g., *He devoted his attention to the matter before him, not because he was interested, but because he could not avoid the issue.*

19. To separate similar or identical words, even though not required by the sense or grammatical construction: e.g., *I tell you, you are wrong.*

20. To separate two numbers: e.g., *March 1, 1912; In 1911, 869 cases were reported.*

21. To separate a quotation or similar brief expression from the preceding part of the sentence: e.g., *To quote the proverb, "Look before you leap."*

22. Before the word *of*, connecting a proper name with residence or position: e.g., *Senator Lodge, of Massachusetts.*

23. After the salutatory phrase at the beginning of a letter, when informal: e.g., *My dear Mother*, but, when formal, *Gentlemen:*

The comma is not required:

1. Before or after conjunctions such as *and, or, nor, but,* and *yet* when employed to

connect two words belonging to the same part of speech and in the same construction: e.g., *Sink or swim, live or die, survive or perish, I give my hand and my heart to this vote.* When words are not in pairs, the comma must be used: e.g., *Sink, die, or perish, I give my hand and my heart to this vote.*

2. Before or after conjunctions when they are employed to connect two expressions in the same construction used as if belonging to the same part of speech: e.g., *The new system of management guarantees accuracy in getting orders under way and promptness in completing them.*

3. Before the conjunction *too* when placed at the end of a sentence: e.g., *I hope that you will come too.*

4. Where there are two or more words or phrases having a conjunction between each two: e.g., *Lest he should be tempted and yield and thus be false.*

5. After an adjective that describes or limits another adjective together with the noun following: e.g., *He had on a pair of torn gray corduroy breeches.*

6. When a pronoun is used with a noun for emphasis: e.g., *Lafcadio Hearn himself could not have described the scene more vividly.*

THE SEMICOLON

The semicolon is used to indicate a pause or a degree of separation next greater than

the comma. Caxton was the first to introduce into English printing the Roman points of punctuation as used in Italy. The comma replaced the unwieldly ⁊, and the colon was an added refinement, but for some unexplained reason he steadfastly opposed the introduction of the semicolon. This mark should always be placed outside the quotation-marks unless forming a part of the quotation itself.

Use the semicolon:

1. When the members of a compound sentence are complex in construction or contain commas: e.g., *He was courteous, not cringing, to superiors; affable, but not familiar, to equals; and kind, but not condescending, to inferiors.*

2. To connect successive sentences: e.g., *His face never showed an emotion other than that which he wished to have seen there; the mouth was protected by his heavy mustache; his eyes penetrated the object on which they fixed themselves.* Shorter sentences should be divided by commas.

3. Between expressions in a series which have a common dependence upon words at the beginning or end of a sentence: e.g., *The half-sick man is a nuisance to his entire household: he is not ill enough to accept restraint, he is too ill to be reasonable.*

4. To separate passages containing chapters in scriptural references: e.g., *Matt. 1: 4–8, 12, 16; chap. 3; 8: 16.*

THE COLON

The colon is used between clauses of compound sentences, additional clauses without a conjunction, formal quotations, and particulars in apposition with a general term, to mark the necessity of a pause greater than that indicated by the semicolon and less than that indicated by the period. The colon is much less used today than formerly, as modern writers employ shorter and less formal sentences than those of a century ago. It should always be placed outside the quotation-marks unless included as a part of the quotation itself.

Use the colon:

1. Before *as*, *viz.*, *that is*, *namely*, etc., when these words introduce a series of simple particular terms in apposition with a general term: e.g., *There are three genders in Latin: namely, masculine, feminine, and neuter.*

2. Between two members of a sentence when one or both are made up of two or more clauses divided by semicolons: e.g., *Vallie was nervous in his temperment; the Captain was calm and self-contained: Vallie was the product of the city; the Captain was the product of the world.*

3. Between a complete sentence and an additional clause enlarging upon the same idea without a conjunction: e.g., *Imagination*

is essential to business success: without imagination, plans for future development cannot intelligently be made.

4. Before particulars definitely stated: e.g., *These new duties of the management are grouped under four heads: first, they develop a science for each element of a man's work*, etc.

5. Before formal quotations: e.g., *In a recent speech attributed to you by the daily press, you are reported to have used these words: "Good principles follow good habits."*

6. After the formal salutatory phrase at the beginning of a letter: e.g., *Gentlemen:*[1] When less formality is desired, the comma may be used: e.g., *My dear Mother*,

7. Between the hours and minutes in indicating time: e.g., *11:30* A.M.

8. Between the chapter and verse in scriptural references: e.g., *Matt. 1:4–8, 12,16; chap. 3; 8:16.*

9. Between the city of publication and the name of publisher in literary references: e.g., *"The Adventures of Tom Sawyer" (New York: Harpers).*

THE PERIOD

Always place the period inside the quotation-marks and inside the parentheses when parenthetical matter forms an independent sentence and is not a part of the preceding sentence.

[1] See page 117, §§ 2, 3, 4.

Use the period:

1. After every abbreviation.
2. To set off decimal numbers from whole numbers.
3. After every complete sentence unless the sentence is interrogative or exclamatory.
4. To indicate an ellipsis, repeating the mark three or more times separated by spaces: e.g., . . .

Do not use the period:

1. After running-heads.
2. After cut-in side-notes.
3. After centered head-lines.
4. After box-heads in tables.
5. After legends beneath illustrations.
6. After subheads set in separate lines.
7. After date-lines at the top of letters.
8. After signatures at the end of letters.
9. At end of lines in display composition, such as titles,[1] blocked headings, etc.
10. After roman numerals, even though they possess the value of ordinals: e.g., *Vol. VIII; George V is king of England*.

THE DASH

The dash is more misused and overused than any of the other punctuation marks. The following rules define its proper use:

[1] First adopted by William Pickering, the London publisher, about 1850.

Use the dash:

1. Whenever the construction or the sense is suddenly changed or suspended: e.g., *You cannot believe — but I will not humiliate myself by asking the question.*

2. To connect extreme dates in specifying periods of time: e.g., *1912–1918.*

3. When the sentence is abruptly terminated: e.g., "*If he is alive, I can make him one from this time; and if — if —*"

4. To secure rhetorical emphasis: e.g., *We are ready — we are more than ready to meet the issue.*

5. To define verse references in the Bible: e.g., *Matt. 1:4–8;* or to indicate page references in a book: e.g., *See pp. 21–42.*

6. Between short, snappy sentences to increase the speed of the discourse: e.g., *Hullo! ho! the whole world's asleep! — bring out the horses, — grease the wheels, — tie on the mail!*

7. Between the subject-matter and its authority.

8. To indicate the omission of letters: e.g., *Mrs. B——.*

9. At the end of a series of phrases which depend upon a concluding clause: e.g., *Courtesy and attention, patience and judgment, accuracy and carefulness — these are but a few of the elements which constitute successful business relations.*

10. To precede expressions which are added to an apparently completed sentence, but which refer to some previous part of the sentence: e.g., *The question of hearing was seriously troubling the minister — they probably had heard too much.*

¶Dashes may be substituted for commas or marks of parenthesis before and after expressions having closer connection with the main sentence than could be indicated by marks of parenthesis: e.g., *They might have been talking for a quarter of an hour or more, when Monks — by which name the Jew had designated the strange man — said*, etc.

¶Use the dash preceded by the colon before a long quotation forming a new paragraph. The dash is not otherwise used with other punctuation marks unless demanded by clearness.

¶In France, printers use the dash as a frequent substitute for quotation-marks in dialogue, placing quotation-marks only at the beginning and the end, even though extended over several pages.

THE EXCLAMATION

The proper use of the exclamation-point lends force and vigor to language in expressing surprise or emotion, but when overused it cheapens intended pathos and thus defeats the writer's purpose. It should always be placed

outside the quotation-marks unless it is a part of the quotation itself. The mark is formed from the word Io, signifying joy, written vertically I.
o

The exclamation-point is required:

1. At the end of a word or sentence to express strong emotion: e.g., *God forbid!* "*Mind that, Fagin!*"

2. To indicate sarcasm or doubt on the part of the writer regarding the authenticity of a statement: e.g., "*For Brutus is an honorable man!*"

3. After exclamatory words. If the same interjection is repeated use the comma to separate the words, placing the exclamation-point only at the end, unless the intention is to make each of the repeated words emphatic: e.g., "*Oh! dear, dear, dear!*" *he exclaimed;* "*what an unfortunate memory you have!*"

¶Use great care in distinguishing between *Oh!*, an interjection expressing pain or surprise, and the vocative *O*, expressing a wish or an imprecation, which does not call for the exclamation-point: e.g., "*Oh! what damned minutes tells he o'er!*" and "*O that I had wings like a dove!*"

THE INTERROGATION

The interrogation-point is formed from the first and last letters of the Latin word *quaestio* (*a question*) placed one over the other; as

Q. It should always be placed outside the quotation-marks unless it is a part of the quotation itself.

1. Every sentence containing a direct question should close with an interrogation-point: e.g., *When can this order be shipped? We have received a letter which asks, "What date can you give us for shipping these goods?"*

2. The interrogation-point is used to express doubt: e.g., *This volume is said to be bound in real (?) morocco.*

3. Indirect questions do not take the interrogation-point: e.g., *He inquired when it would be ready.*

QUOTATION-MARKS

1. Enclose every direct quotation in double quotation-marks: e.g., *"I insist upon it," he said; "there is no alternative."*

2. When a quotation of a passage from an author in his own words is run into the text it should be placed between quotation-marks.

3. Selections from different works by the same author, or from different authors, following each other without intervening original matter, or by reference to their sources, should be quoted.

4. When setting poetry the quotation-marks should overhang the beginning of the line. This should also be done when prose display matter is "blocked."

5. Single quotes are used for quotations

within quotations; double quotes for quotations within single quotations.

6. Quotations should always include the phrase *etc.*, and other ellipses whenever necessary to secure perfect clearness.

7. When a long quotation is made, including several paragraphs or verses, the quotation-mark should appear at the beginning of each paragraph, but at the end of the last one only.

Quote:

1. A phrase or a word which is accompanied by its definition: e.g., *"Roman quote" means to place the matter indicated between quotations in roman type.*

2. Words or phrases in the text which are intended by the writer to possess an unusual, technical, or ironical meaning: e.g., *Her literary "salon" will long be remembered; This so-called "captain of industry."*

3. Titles of poems, books, etc.: e.g., *Longfellow's "Belfry of Bruges."*

4. Serial titles: e.g., *the "Oriental Series," "Stories of Nations."*

5. Words to which the writer desires to attract attention: e.g., *The name of "Florence" immediately causes one to think of humanism.*

6. The names of ships, unless directed to italicize them.

7. The titles of works of art: e.g., *Raphael's "Sistine Madonna."*

PARENTHESES

1. Marks of parenthesis are employed to separate from the rest of the sentence enclosed expressions having no essential connection: e.g., *I am unable to take this action (why do you urge me?) for reasons which I cannot now give.*

2. Figures or letters used to mark divisions in enumerations should be placed between parentheses: e.g., *There is a double reason for doing this: (a) it is the simplest form; (b) it is clearer for the reader.*

BRACKETS

Use brackets:

1. To enclose explanations or notes which are entirely independent of the balance of the sentence. Ordinarily these are comments, queries, directions, corrections, or criticisms inserted by some person other than the original writer: e.g., *Let them clamor to get them back again* [*cheers*].

2. Rather than parentheses, to enclose drop-folios (folios placed at foot of page).

3. For enclosing parenthetical statements within parentheses.

THE APOSTROPHE

Use the apostrophe (or the apostrophe and the letter *s*):

1. To form the possessive case of common and proper nouns: e.g., *The nation's*

hope; For Jesus' sake; James's apple; For appearance' sake; The boys' camp.

2. To form the plural of numerals, but the apostrophe alone for the plural of polysyllabic proper nouns ending in a sibilant: e.g., *They passed by in two's and four's; She is one of those W.C.T.U.'s; That came from Perkins'.* Add *es* or *s* for monosyllabic proper nouns: e.g., *The Fosses.* In general, the pronunciation may be taken as a guide: if it is necessary to add a syllable to pronounce the possessive, use the double *s:* e.g., *Sickles' corps,* not *Sickles's.*

3. Use the apostrophe to indicate the omission of one or more letters in a contracted word, or the omission of figures in a number: e.g., *That's 'ow 'twas; The spirit of '76; High o'er our heads; I'll* for *I will; Don't* for *do not, sha'n't,* etc.

4. The custom of substituting the apostrophe for the letter *e* in poetry, at one time common, is now obsolete: e.g., *At ev'ry word a reputation dies.* This rule is disregarded when the letter is omitted for metrical reasons.

THE HYPHEN

The hyphen is employed to join words together which have not become single words through general usage, and where words are necessarily broken at the end of a line. It is also used to separate the syllables of words, in showing the correct pronunciation. (See Compound Words.)

CAPITALIZATION

THE original use of capitals in early manuscripts was for the purpose of variety and ornamentation, and their position was naturally subject to each writer's individual taste. Good form now prescribes certain definite rules of capitalization as follows:

RELIGIOUS TERMS

Capitalize:

1. Titles of parables: e.g., *the parable of the Prodigal Son*, etc.

2. The books and divisions of the Bible and of other sacred books: e.g., *Old Testament*, *Book of Job*, etc.

3. Versions of the Bible: e.g., *King James Version*, *Revised Version*, etc.

4. The names of monastic orders and their members: e.g., *the Jesuits*, *the Black Friars*, etc.

5. The word *Church* when it stands for the Church universal, or when part of a name: e.g., *the Church*, *the First Congregational Church*, *the Church of Rome;* but use lower case when referring to *church history*.

6. The word *Gospel* when it refers to a book of the Bible, as the *Gospel of John*, or

the *Gospels;* but use lower case when referring to the *gospel message.*

7. Pronouns referring to *God* or *Christ* when used in direct address, or whenever the reference might otherwise be mistaken.

8. General biblical terms: e.g., *Priestly Code, Apostles' Creed, Lord's Prayer, Lord's Supper, The Prophets,* and *Major and Minor Prophets,* when the collection of prophetical books is intended; but use lower case for the adjectives *biblical* and *scriptural.*

9. Names applied to the Evil One, except when used as an expletive, or as a general name for any demon: e.g.,

> "When the Devil was sick, the Devil a monk would be;
> When the Devil was well, the devil a monk was he."

10. The word *Holy* in the *Holy place* and the *Holy of holies.*

11. The title of a psalm: e.g., the *Twenty-fourth Psalm.*

12. Capitalize the following:

Almighty	Jesus Christ	Revised Version
Authorized Version	King	Sabbath
Common Version	Logos	Saviour
Creator	Lord	Scriptures
Deity	Messiahship	Son of Man
Father	Messiah	Son
God	Messianic	Spirit
Holy Bible	Passover	The Trinity
Holy Spirit	Pentecost	The Virgin Mary
Holy Writ	Redeemer	Word
Jehovah		

Do not capitalize:

1. Words like *epistle*, *book* (as the *book of Ruth*), *psalm*, or *psalms* when not used distinctively, or *psalmist* when the author of a single psalm is intended.

2. Words like *heaven*, *heavenly*, *hell*.

3. The words *fatherhood* and *sonship*, *god* when a pagan deity is referred to, *temple*.

PROPER NAMES

Capitalize:

1. Epithets employed as substitutes for or affixes to proper names: e.g., *Peter the Great*, *the Pretender*, etc.

2. The words *Pilgrim Fathers* and *Early Fathers* (referring to the Early Church), etc.

3. The word *Revolutionary* when referring to the Revolution of 1776: e.g., *a Revolutionary soldier*.

4. The words *river*, *creek*, *brook*, *mountain*, *mine*, *district*, *county*, *channel*, when used as a part of a title: e.g., *Hudson River*, *Clear Brook*, *Rocky Mountains;* but use lower case when preceded by *the:* e.g., *the Hudson river*, etc.

5. Nouns designating definite geographical portions of the country or divisions of the world: e.g., *the North*, *the South*, *the West*, *the Old World;* and in the division of the Jewish Commonwealth, *the Northern Kingdom*, *the Southern Kingdom*. Also capitalize the adjectival nouns derived from them: e.g., *Northerner*, *Southerner*, *Oriental*, *Occi-*

dental. Use lower case for adjectives: e.g., *He is now in southern California*, etc.

6. Abstract ideas or terms when personified; e.g., *Pride flaunts herself; Nature gives willingly of her abundance.*

7. Names of streets, squares, parks, buildings, etc.: e.g., *Beacon Street, Copley Square, Franklin Park, Tremont Building*, etc.

8. Abbreviations of names of corporations and firms: e.g., *N.Y.C. & H.R.R.R.*

9. The abbreviation *Co.* (*Company*) in firm or corporation names.

10. The scientific names of divisions, orders, families, and genera in all botanical, geological, or zoölogical copy: e.g., *Ichneumon Fly* (*Thalessa lunator*), *Reptilia, Vertebrata*, etc.

11. The days of the week and the months of the year, but use lower case for the seasons, unless personified or referred to specifically: e.g., *It was a bright spring day;* but, *Spring, beautiful Spring; the Spring of 1911*, etc.

12. The popular names of the bodies of the solar system (except *sun, moon, stars, earth*): e.g., *the Dipper, the Milky Way, Venus*, etc.

13. In botanical and zoölogical copy, the names of species if derived from proper names or from generic names, but in geological and medical matter use lower case for the names of species, even though derived from proper names: e.g., *Clover-root Borer, Hylesinus trifolii, Pterygomatopus schmidti.*

14. Capitalize the following:

Articles of Confederation	Magna Charta
Bill of Rights	Middle Ages
Commonwealth (Cromwell's)	Reformation
Commune	Renaissance
Constitution	Restoration
Crusades	Revolution of July
Hundred Years' War	Seven Years' War
Inquisition	Stone Age

Do not capitalize:

1. Words derived from proper names and their derivatives when such words are so familiarly used as to lose the significance and personality of their origin: e.g., *fletcherize, macadamize, quixotic, italicize,* etc.

2. Nouns and adjectives when they merely fix a point of the compass: e.g., *He came from the north, western New York, upper Canada,* etc.

3. The words *father, mother, mamma,* and all other family appellations, except when used with the proper name of the person or without a possessive pronoun: e.g., *I expect to meet my mother,* but, *I have received a telegram from Mother; My aunt gave me this,* but, *It is a present from Aunt Mary.*

TITLES

Capitalize:

1. The word *State* when it refers to a political division of the Union: e.g., *the State*

of Massachusetts; but use lower case when the word is employed as an adjective.

2. The words *Federal, Government, Constitution, Cabinet, Administration* when they refer to United States Government, and *President* when referring to the President of the United States.

3. All titles of honor, nobility, and respect: e.g., *His Excellency, Her Majesty, Father William, Mother Hubbard, Cousin John, Deacon Smith.*

4. Civil and military titles when they are used specifically: e.g., *President Taft, King George,* the *Governor, General Grant,* etc.; but do not capitalize the titles of offices actually existing when following the name: e.g., *William H. Taft, president of the United States.*

5. The names of societies: e.g., *Young People's Society of Christian Endeavor, Boston Congregational Club, Second Church Parish.*

6. Names of expositions, conventions, etc.: e.g., *Brockton Fair, Congress of Physiology,* etc.

7. Abbreviations of degrees: e.g., *Ph.D., LL.D., Litt.D.,* omitting space between the letters.

8. Such titles as *von,* in German, *le, la, du, de,* or *d',* in French, *da, della, di,* or *de',* etc., in Italian, when the forename is not given: e.g., *Von Humboldt, Da Ponte;* but when the article or preposition is preceded by

a forename the title should not be capitalized: e.g., *Lorenzo de' Medici. Van* in Dutch is always capitalized.

9. After *Whereas* and *Resolved*, followed by a comma, begin the first word with a capital; e.g., WHEREAS, *It has pleased Almighty God . . .*; *therefore be it* Resolved, *That . . .*

10. After a colon, capitalize the first word only when followed by a complete independent sentence or passage or where preceded by such introductory phrases as *namely, as follows, for instance, the point is this, my conclusion is this*, etc.

11. In titles of books or essays all words except unimportant adjectives, prepositions, and conjunctions: e.g., *The Fall of the House of Usher.*

Do not capitalize:

1. Adjectives compounded with an inseparable prefix with proper names; e.g., *transatlantic, unamerican.*

2. The words *apostle, pope, bishop, canon, rector, chaplain, minister*, etc., when separated from names or used descriptively: e.g., *the apostle Paul;* but in direct address they should be capitalized: e.g., "*O Apostle Paul.*"

INSTITUTIONAL TERMS

Capitalize:

1. *Thanksgiving Day, Lord's Day, New Year's Day, the Fourth* (referring to the

Fourth of July), *Children's Day*, *Easter*, *Founder's Day*, etc.

2. The word *College* or *University* only when part of the title: e.g., *Amherst College*, *Harvard University*.

3. Political alliances and terms which have acquired similar significance: e.g., *the Dreibund*, *the Insurgents*.

4. Titles of treaties, laws, and acts: e.g., *the Treaty of Portsmouth*, *the Declaration of Independence*, *the Edict of Nantes*.

5. Names of political parties: e.g., *Republican*, *Democrat*, etc.; but use lower case for *republican form of government*, *a true democrat*, etc., where reference is not made to members of political parties.

6. Names and epithets of races, tribes, and peoples: e.g., *Hottentots*, *Celestials*, etc.; but use lower case for *negro*, *colored people*, *the blacks*, *the whites*, *poor whites*, etc.

7. Generic parts of names of political divisions (*a*) when the term is an organic part of the name, directly following the proper name: e.g., *the Russian Empire*, *Norfolk County*, etc.; (*b*) when it is used with the preposition *of* as an integral part of the name indicating administrative subdivisions of the United States: e.g., *Commonwealth of Massachusetts;* (*c*) when it is used singly as designation for a specific division: e.g., *the Dominion* (*of Canada*), *the Union;* (*d*) when it is used as part of an appellation as though

a real geographical name: e.g., *the Pine Tree State, the Promised Land;* but use lower case for such terms when standing alone or preceding the specific name: e.g., *the empire of Germany, the county of Norfolk.*

8. Numbered political divisions: e.g., *Ward Eleven, Fifth Precinct, Eleventh Congressional District,* etc.

Do not capitalize:

1. The words *legislature, circuit court, district court, city council, supreme court, senate,* and *house of representatives* except when specifically applied: e.g., *the legislature of the State, the circuit court,* etc.; but *Congress, the Circuit Court of Suffolk County, the House of Representatives of the United States.*

2. The words *high school, grammar school,* except as part of title: e.g., the *Dorchester High School;* but the *high school of Dorchester.*

REFERENCES

Capitalize:

1. Nouns followed by a capitalized roman numeral: e.g., *Act I, Vol. VIII,* etc. In references the nouns and the roman numerals are often lower-cased.

Do not capitalize:

1. Minor subdivisions and their abbreviations of literary references: e.g., *line, verse, note, section, chapter, page,* etc.

ORDINALS

Capitalize:

1. Sessions of Congress, dynasties, names of regiments, etc.: e.g., *the Fifty-fourth Congress, the Sixteenth Dynasty, the Forty-fourth Massachusetts.*

IN GENERAL

Capitalize:

1. The first word of a sentence and the first word of each line of poetry.
2. The words *I* and *O*.
3. The first word after a colon when introducing a sentence having an independent meaning: e.g., *My explanation is: Competition forces each manufacturer to study economies.*
4. Words having special meanings: e.g., *the Referee's decision, a Bachelor's degree.*
5. The first word of every direct quotation.
6. In side-heads capitalize only the first word and proper names.
7. In a letter, the first word after the address. In the address, *sir, friend, father, brother, sister,* etc.

Do not capitalize:

1. Words used in forming parts of hyphenated compounds: e.g., *The speed of the Twentieth-century Limited, West Twenty-third Street,* etc.
2. Units of measurement and their ab-

breviations: e.g., *second, minute, hour, ounce, pound, foot, yard,* etc.

3. The first word of a quotation following a colon (*a*) if it is closely connected with what precedes it; (*b*) if the phrase is dependent upon the preceding clause, or (*c*) if the words following the colon contain comment: e.g., *These explanations occur to me: either the manufacturers are unaware of the situation, or they have become indifferent.*

4. The definite article as a part of the title in mentioning newspapers or magazines: e.g., *the Boston Herald, the Review of Reviews.*

¶When a date is at the end of a letter or paper, it is to be placed at the left of page, using roman caps and lower case if above signature; caps, small caps, and italic if below signature.

¶On title-pages and in headings certain words may be capitalized which in paragraphed matter would be made lower case: e.g., *Queen Maria Sophia, a Forgotten Heroine.*

¶In MS., two lines drawn underneath a word or words indicate SMALL CAPITALS; three lines, CAPITALS.

SMALL CAPITALS

1. B.C. and A.D., A.M. and P.M. should be set in small caps, with no spacing between the letters: e.g., B.C. *480.*

SPELLING

THE difficulties which a writer encounters who has not firmly anchored himself to some recognized authority are many, and for those who have found this refuge to remain consistent is almost an impossibility. To the complications occasioned by variations in spelling certain words given authority by the different recognized dictionaries, there has been added more recently the bewilderment of the "reformed" spelling. To lay down hard-and-fast rules, therefore, would be an act of folly, but a safe guide to follow is to note that when two or more forms exist in any good usage, including good minority usage, or recent usage among bibliographers, scientists, and other systematic writers, the following rules are observed:

(*a*) Prefer the form most correct etymologically
(*b*) Prefer the shortest and simplest
(*c*) Prefer the more phonetic form
(*d*) Prefer English spelling rather than foreign.

With this as a basis, the following rules may be formulated:

NUMBERS

1. Percentage should always take figures: e.g., *1/2 of 1 per cent.*

2. Spell out references to specific decades: e.g., *Back in the eighties.*

3. Spell out years and months in stating ages: e.g., *Edward is five years and four months old.*

4. Spell out numbers of centuries, dynasties, military bodies, streets and thoroughfares, sessions of Congress.

5. In statistical or technical matter figures should be used: e.g., *The paper to be used is 33 x 44 inches, and weighs 120 pounds to the ream.*

6. Spell out, in ordinary reading matter, all numbers of less than three digits: e.g., *We have twenty-five titles, amounting to 250,000 volumes in all.*

7. If, in a group of numbers, some consist of three digits and others of less, use figures for all: e.g., *The packages contain, respectively, 50, 85, and 128 sheets,* not *fifty, eighty-five, and 128.*

8. Spell out round numbers, but use figures for specific, even though approximate statements: e.g., *The population of the United States is about one hundred millions;* but, *The population of the United States is 92,000,000.*

9. Always spell out a figure, whatever its size, when it begins a sentence. If for any reason this is impracticable the sentence must be reconstructed.

10. In ordinary reading matter spell out the time of day, but in enumerations, and

always in connection with A.M. and P.M., use figures, omitting the word *o'clock:* e.g., *The doors open at 7.30* P.M.

DIPHTHONGS

1. Avoid all diphthongs, especially *æ* and *œ*, but retain *æ* and *œ* in Latin words and in nominal English forms like *formulæ* and other plurals, *arbor vitæ*, etc. Established English words having now or formerly the ligature *æ* or *œ* are generally written with the simple *e*.

SIMPLE RULES OF ORTHOGRAPHY

1. Monosyllablic words which end in *f*, *l*, or *s*, when preceded by a single vowel, double their final letter: e.g., *muff*, *still*, *lass*. Exceptions: *clef*, *of*, *if*, *bul*, *nul*, *sal*, *sol*, *as*, *gas*, *has*, *was*, *yes*, *gris*, *is*, *his*, *this*, *pus*, *us*, *thus*.

2. Monosyllabic words which end in consonants other than *f*, *l*, or *s* do not double their final letter. Exceptions: *abb*, *add*, *ebb*, *odd*, *mumm*, *inn*, *bunn*, *err*, *purr*, *burr*, *butt*, *mitt*, *fizz*, *fuzz*, *buzz*.

3. Monosyllabic words ending in a consonant immediately following a diphthong or a double vowel do not double their final letter. Exception: *guess*.

4. In monosyllables and words accented on the final syllable ending with a single consonant (excepting *h* or *x*) preceded by a single vowel, or by *qu* and a vowel, the final consonant is doubled before an added termi-

nation beginning with a vowel, irrespective of the addition of another syllable: e.g., *stop, stopped; regret, regretting.* When, however, the place of the accent is changed by the added termination, the final consonant is not doubled: e.g., *prefer', pref'erable.*

5. In monosyllables and words not accented on the last syllable, an added termination does not double the final consonant when it is preceded by a diphthong or by two vowels: e.g., *profit, profited; cancel, canceled; benefit, benefited; equal, equality.* Exceptions: *novelist* and the derivatives of *parallel.*

6. Words which end in any double letters retain the double with a termination not beginning with the same letter. This rule also holds for derivatives formed by means of prefixes: e.g., *agreeing, calling, recall.* Exceptions: *instalment, enrolment, skilful, wilful, enthralment, pontific, withal, until,* and similar derivatives.

7. Words ending in *-our*, the *u* being unsounded, are spelled *-or*, with the exception of *Saviour* and *glamour.* The English custom is to retain the *-our* in most words having this ending.

8. Words derived from words ending in silent *e* after a consonant retain the *e* when the added termination begins with a consonant: e.g., *state, statement, stately; pale, paleness; move, movement.* Exceptions: *abridgment,*

acknowledgment, judgment, lodgment, nursling, wholly, wisdom.

When another vowel (except *e* or *i*) immediately precedes the final *e*, the final *e* is usually dropped before a consonant: e.g., *argue, argument; awe, awful; true, truly*, etc. There are, however, many exceptions to this rule: e.g., *eye, eyesight*, etc.

When the termination begins with a vowel, the final *e* is omitted: e.g., *sale, salable; bride, bridal; force, forcible.* Exception: *mileage.*

9. When words end in *ce* or *ge* the final *e* is retained before added terminations beginning with *a* or *o*: e.g., *change, changeable; courage, courageous.*

10. In participles the final *e* is sometimes retained for the purpose of distinguishing them from other words pronounced the same but having a different meaning: e.g., *singe, singeing*, to distinguish from *singing; dye, dyeing*, to distinguish from *dying*, etc. The *e* is also retained in *hoeing, toeing*, and *shoeing.*[1]

11. Words ending in *ie* change their termination to *y* upon adding *ing:* e.g., *die, dying; vie, vying.*

12. Words ending in *y* preceded by a consonant change the *y* to *i* before any added termination not beginning with *i:* e.g.,

[1] See list on page 37.

merry, merriment; happy, happiness. Exceptions: adjectives of one syllable: e.g., *dry, dryly; sly, slyness.* Also except derivatives formed by adding *ship* and *hood:* e.g., *surety-ship, babyhood;* but *hardihood.*

When the final *y* is preceded by a vowel, the *y* is usually changed to *i*: e.g., *gay, gaiety; day, daily; pay, paid; lay, laid,* etc.

13. The French ending *-re* in *theater, center, meager, sepulcher,* etc., is not now generally considered good usage.

14. The possessive of proper nouns ending in *s* or other sibilant is formed by adding the apostrophe and *s* if the word is of one syllable: e.g., *James's apple;* but add the apostrophe alone if the word is of more than one syllable: e.g., *For Jesus' sake.*[1]

15. Words which in their shortest form end in *-d, -de, -ge, -mit, -rt, -se, -ss* take the ending *-sion:* e.g., *abscind, abscission; seclude, seclusion; emerge, emersion; admit, admission; revert, reversion; confuse, confusion; impress, impression.* Other words take the ending *-tion.*[2]

ACCENTED WORDS

The following is a partial list of words in common use in which accented letters occur:

[1] See page 19.

[2] See list of irregular forms, and departures from rule on page 39.

attaché
chargé d'affaires
confrère
coup d'état
coup de grâce
crèche
débris
en arrière
en échelon
en règle
entrée
entrepôt
exposé
façade
faïence
habitué
lèse majesté
matériel
matinée
mêlée
née
papier-maché
procès verbal
protégé
régime
résumé
rôle
señor
soirée
tête-à-tête
vis-à-vis
visé

PARTICIPLES

These participles should be spelled as follows:

acknowledging
agreeing
awing
bluing
dyeing
encouraging
eyeing
gluing
grudging
hieing
hoeing
icing
judging
owing
shoeing
singeing
tingeing
trudging
truing

VARIABLE ENDINGS

1. The following words are spelled with the termination *ize:*

aggrandize
agonize
analyze
anatomize
anglicize
apologize
apostrophize
apprize (*to value*)
authorize
baptize
brutalize
canonize
catechize
catholicize
cauterize
centralize
characterize
christianize
civilize
colonize
criticize
crystallize
demoralize
dogmatize
economize
emphasize
epitomize
equalize
eulogize
evangelize
extemporize
familiarize
fertilize

fossilize	nationalize	soliloquize
fraternize	naturalize	specialize
galvanize	neutralize	spiritualize
generalize	organize	standardize
gormandize	ostracize	stigmatize
harmonize	paralyze	subsidize
immortalize	particularize	summarize
italicize	pasteurize	syllogize
jeopardize	patronize	symbolize
legalize	philosophize	sympathize
liberalize	plagiarize	tantalize
localize	pulverize	temporize
magnetize	realize	tranquilize
memorialize	recognize	tyrannize
mesmerize	reorganize	universalize
metamorphize	revolutionize	utilize
methodize	satirize	vaporize
minimize	scandalize	vitalize
modernize	scrutinize	vocalize
monopolize	signalize	vulcanize
moralize	solemnize	vulgarize

2. The following words are spelled with the termination *ise:*

advertise	devise	incise
advise	disfranchise	manuprise
appraise	disguise	merchandise
apprise (*to inform*)	emprise	premise
arise	enfranchise	reprise
chastise	enterprise	revise
circumcise	exercise	rise
comprise	exorcise	supervise
compromise	franchise	surmise
demise	improvise	surprise

3. The following words have the termination *-ible;* words not included in this list

end in *-able*[1], except a few words pronounced similarly, but spelled differently.

accessible	discernible	legible
admissible	distensible	miscible
appetible	divisible	negligible
apprehensible	docible	partible
audible	edible	passible [2]
cessible	effectible	perceptible
coercible	eligible	permissible
compatible	eludible	persuasible
competible	enforcible	pervertible
comprehensible	evincible	plausible
compressible	expansible	possible
conceptible	expressible	productible
contemptible	extendible	reducible
contractible	extensible	reflexible
controvertible	fallible	refrangible
convertible	feasible	remissible
convincible	fencible	reprehensible
corrigible	flexible	resistible
corrosible	forcible	responsible
corruptible	francible	reversible
credible	fusible	revertible
decoctible	gullible	risible
deducible	horrible	seductible
defeasible	illegible	sensible
defensible	immiscible	tangible
descendible	impassible [2]	terrible
destructible	intelligible	transmissible
digestible	irascible	visible

4. These are the irregular forms of the endings *-sion* and *-tion*.

adhesion	attention	cohesion
assertion	coercion	crucifixion

[1] RULE: Derivations of the first conjugation in Latin take *a*; those of the other conjugations, *i*. [2] See page 42.

declension	impulsion	repulsion
dimension	insertion	revulsion
dissension	intention	scansion
distortion	occasion	suspicion
divulsion	propulsion	tension
expulsion	recursion	version

5. The following words are pronounced similarly, but the meaning changes with the spelling:

Advice	counsel
advise	to counsel
albumen	white of egg
albumin	viscous substance
alegar	ale vinegar
aleger	cheerful, sprightly
ante	preceding
anti	against
apprise	to inform
apprize	to value
auger	tool
augur	to predict by signs
Base	bottom, vile
bass	lowest tone
bask	to lie in warmth
basque	apparel
berth	place to sleep
birth	coming into life
breach	gap
breech	hinder part of a gun
Cannon	gun
canon	law or rule
canyon	gorge
cannot	denial of power
can not	affirmation of power
canvas	cloth

canvass . . . . to solicit
capital . . . . chief, money, stock
capitol . . . . building
caster . . . . vial
castor . . . . rodent
censer . . . . incense-pan
censor . . . . critic
cere . . . . . to wax
sear . . . . . to burn the surface
seer . . . . . prophet
sere . . . . . dry, withered
claimant . . . one who claims
clamant . . . beseeching
complement . . fulness
compliment . . praise
conveyer . . . one who conveys
conveyor . . . contrivance for conveying objects
coquet . . . . to trifle in love
coquette . . . flirt
council . . . . deliberative body
counsel . . . . to advise
consular . . . pertaining to a counsel
councilor . . . member of a council
counselor . . . adviser
corespondent . . one who answers jointly with another
correspondent . . one who corresponds by letter

Depositary . . . receiver
depository . . . place of deposit
discreet . . . . prudent
discrete . . . . distinct
dyeing . . . . coloring
dying . . . . expiring

Emigrant . . . one who moves out of a country
immigrant . . . one who moves into a country
emigration . . . moving out
immigration . . moving in
empirical . . . experimentative
empyrical . . . combustible principle of coal

Faker	cheat, swindler
fakir	Oriental religious ascetic
farther	as applied to distance
further	signifying additional
Galipot	resin or pitch
gallipot	medicine pot
gantlet	"running the gantlet"
gauntlet	glove
grisly	horrible
grizzly	grayish
Hoard	accumulate
horde	troop
Immanent	inherent
imminent	impending
impassible	incapable of emotion
impassable	not passable
incipient	commencing
insipient	stupid, foolish
indict	charge with crime
indite	compose, write
indiscreet	imprudent
indiscrete	compact
intension	stretching
intention	determination
Lessen	to reduce
lesson	something to be studied
Maize	corn
maze	labyrinth
marten	animal
martin	bird
meat	flesh
meet.	to join, proper
mete	to measure
miner	digger
minor	under age
mucous	slimy
mucus	viscid fluid

O . . . . . wish, imprecation
oh! . . . . . an exclamation

Panel . . . . sunken plane with raised margins
pannel . . . . rustic saddle
parol . . . . oral declaration
parole . . . . word of honor
passable. . . . admitting passage
passible . . . . unfeeling
pendant . . . ornament
pendent . . . hanging
premices . . . first-fruits
premises . . . property
principal . . . adjective
principle . . . noun
prophecy . . . prediction
prophesy . . . to foretell

Rabbet . . . . groove in edge of boards
rabbit . . . . small animal
resin . . . . semi-liquid exudation of the pine
rosin . . . . solid product of turpentine
rigger . . . . a fitter of ships' rigging
rigor . . . . muscular rigidity
riot . . . . . tumult
ryot . . . . . tiller of the soil

Saver . . . . one who saves
savor . . . . flavor
subtle . . . . sly, artful
suttle . . . . net weight
sheath . . . . scabbard
sheathe . . . . to cover
sleight . . . . artful trick
slight . . . . small

Theocracy . . . government by direction of God
theocrasy . . . mixture of worship of different gods
ton . . . . . measure of weight
tun . . . . . large cask

Vertical . . . perpendicular
verticle . . . . axis, hinge

Wheal . . . . raised mark, a welt
wheel . . . . rotating disk

COMPOUND WORDS

THE general theory of compounding is that when two words are used together with but a single meaning, the hyphen is employed if the emphasis of pronunciation falls upon the first word, but omitted if it is the second word which requires the emphasis. Practice, however, has shown that this theory is not sufficiently specific in its expression to guide the student who is desirous of making consistent use of the hyphen, and recourse to the various dictionaries adds to his confusion because of the many variations. Good usage, therefore, becomes his only refuge, and the rules which are formulated and collated here are based wholly upon what appears to the present writer to come within this definition. Many words originally compounded or written as two words are now written as one; on the other hand, modern usage now compounds or breaks into two words many words which were originally written as one.

¶ In general, hyphens should always be omitted when the meaning can be equally well expressed by using the same words separately.

Use the hyphen:

1. With the prefix *mid*, except in cases of words in common use: e.g., *mid-channel*, but *midsummer*, *midday*, etc.

2. When two or more words (except proper names which form a unity in themselves) are combined, preceding a noun: e.g., *the well-known financier*, *up-to-date equipment*, *go-as-you-please race;* but *a quaint old English tea-room.*

In applying this rule be careful not to hyphenate adjectives and participles with adverbs which end in *ly*, nor with combinations such as those referred to when following a noun or qualifying a predicate: e.g., *possessed of highly developed intelligence*, *a lawyer well thought of in his own city.*

3. In such words as *attorney-general*, *vice-president*, *rear-admiral*, etc.; but not in *viceroy*, *vicegerent*, etc.

4. Compounds of color: e.g., *olive-green*, *silver-gray*, *lemon-yellow*, *red-hot*, etc. But in simple cases of adjective and noun, as *brownish yellow* or *yellowish white* the words are not compounded.

5. In nouns which stand in objective relation to each other, one of whose components is derived from a transitive verb: e.g., *I am your well-wisher*, *He is a large property-holder*, *hero-worship*, but not in *bookkeeper*, *bookmaker*, *copyholder*, *dressmaker*, *lawgiver*, *proofreader*,

taxpayer, and similar common short compounds.[1]

6. In compounds of *fellow:* e.g., *play-fellow, fellow-creatures*, etc.; but *bedfellow.*

7. In compounds of *father, mother, brother, sister, daughter, parent*, and *foster:* e.g., *father-feeling, mother-country, brother-love, sister-empire, foster-father, great-grandfather*, etc.; but *fatherland, fatherhead, grandfather.*

8. In compounds of *world* and *life:* e.g., *life-story, world-influence*, etc.; but *lifetime.*

9. In compounds of *master:* e.g., *master-painter*, etc.; but *masterpiece.*

10. In compounds of *god:* e.g., *sun-god, rain-god*, etc.; but *godson.*

11. When *half* or *quarter*, etc., is combined with a noun: e.g., *half-circle, half-title, quarter-mile*, etc.; but *quartermaster, headquarters*, etc.

12. In compounds of *self:* e.g., *self-esteem, self-respecting*, etc., but not in *selfhood, selfish, selfsame*, or *oneself.*

13. In connecting *ex, vice, general, elect*, etc., constituting parts of titles, with the chief noun: e.g., *ex-Governor Draper, Governor-elect Wilson*, etc.

14. In compounds of *by:* e.g., *by-laws, by-products*, etc.

15. In connection with prefixes *co, pre*, and *re* when followed by words beginning with the same vowel as that in which they terminate, but not when followed by a differ-

[1] See page 50, Sec. 5.

ent vowel or a consonant: e.g., *co-operation*, but *coeducation; pre-empted*, but *prearranged; re-elected*, but *recast.* Exceptions: combinations with proper names, long or unusual formations, and words where the hyphen defines the meaning: e.g., *re-creation* and *recreation*, *re-form* and *reform*, *re-collect* and *recollect*, *pre-Raphaelite.*

16. In writing ordinal numbers when compounded with such words as *first-rate*, *second-hand*, etc.

17. In connection with the word *quasi* prefixed to a noun or to an adjective: e.g., *quasi-corporation*, *quasi-compliant*, etc.

18. In connection with the Latin prepositions *extra*, *infra*, *semi*, *supra*, and *ultra:* e.g., *extra-hazardous* but *extraordinary; ultra-conservative* but *Ultramontane.*

19. In spelling out fractional numbers involving more than two words: e.g., *The supply is three-quarters exhausted;* but, *This leaves twenty-five hundredths.*

20. In compounding numerals of one syllable with self-explanatory words of various meanings: e.g., *three-legged*, *four-footed*, *one-armed*, etc.

Also in combining numerals with nouns, to form an adjective: e.g. *twelve-inch rule*, *hundred-yard dash*, *two-horse team*, etc.

21. In compounding a noun in the possessive case with another noun: e.g., *jews'-harp*, *crow's-nest*, etc.

22. In some compounds with *tree:* e.g., *apple-tree;* but *whippletree, crosstree,* etc.

23. In compounding personal epithets: e.g., *hard-headed, bow-legged,* etc.

24. Use the hyphen in the following words:

after-years	folk-song	son-in-law
bas-relief	food-stuff	subject-matter
birth-rate	fountain-head	man-of-war
blood-feud	guinea-pig	object-lesson
blood-relations	horse-power	thought-process
common-sense	page-proof	title-page
cross-examine	pay-roll	wave-length
cross-reference	poor-law	well-being
cross-section	post-office	well-nigh
death-rate	sea-level	will-power
feast-day	sense-perception	

Do not use the hyphen:

1. When writing points of the compass: e.g., *northeast, southwest;* but *north-northeast,* etc.

2. In words ending in *like,* unless compounded with nouns containing more than one syllable (except when ending in *l*): e.g., *childlike, lifelike;* but *business-like, bell-like,* etc.

3. In compounds ending with *man* or *woman:* e.g., *workman, needlewoman,* etc.

4. In phrases such as *by and by, by the bye, good morning, attorney at law, coat of arms,* etc.

5. In words ending in *boat, house, look, room, side, yard, shop, mill, field, work, chair, maker, holder, keeper, skin, store, book, fold, score, penny, pence* when the prefixed noun

contains but a single syllable: e.g., *twofold, schoolroom, handbook, windmill, bookkeeper, workshop*, etc. Exceptions: *Court-house* and *State House.*

When prefixed noun contains two syllables, use the hyphen: e.g., *bucket-shop, twenty-fold, ante-room, mason-work, paper-mill*, etc.[1]

When prefixed noun contains three or more syllables write as two separate words: e.g., *policy shop.*

6. In compounds of *bi, tri, semi*, or *demi:* e.g., *bimonthly, tricolor, semiannual, demijohn.* Exceptions: long or unusual formations: e.g., *bi-centennial*, etc.

7. In *today,*[2] *tonight, tomorrow, viewpoint*, or *standpoint.*

8. In connection with the negative prefixes *un, in*, and *a:* e.g., *unrepublican, inanimate*, etc., but the prefix *non* requires the hyphen except in words which have become common: e.g., *non-conductor*, but *nonsense.*

9. In connection with the words *over* and *under* employed as prefixes: e.g., *overestimate, undersecretary;* but *over-soul, over-spiritual, under-man.*

10. In connection with the Latin prepositions *ante, anti, inter, intra, post, sub*, and *super:* e.g., *antedate, antidote, subtitle*, etc.; but *ante-room, anti-imperialistic, intra-atomic.*

[1] See page 47, Sec. 5.

[2] *Cf.* the old English words *to-morn, to-year*, etc.

11. In spelling out a series of fractions: e.g., *I can secure you one, two, or three fifths*, not *one-, two-*, or *three-fifths*.

Nor in writing ordinary fractions: e.g., *one half, five eighths*, etc.

But another class of fractions require the hyphen: e.g., *twenty-fifth, twenty-two one-hundredths*.

12. In compounds ending with *holder* or *monger:* e.g., *stockholder, ironmonger*.

13. In compounds beginning with *eye:* e.g., *eyeglass, eyebrow, eyelash, eyewitness*, etc.

14. In compounds with the word *school:* e.g., *schoolmates, schoolmaster*, etc. Exceptions: when made with a participle: e.g., *school-teaching;* or in combinations where separate words are more clear: e.g., *school committee, school children*, etc.

15. In compounds with *deutero, electro, pseudo, sulpho, thermo*, etc., unless the compound is unusual: e.g., *electrotype, pseudonym*, etc.

16. In compound adverbs: e.g., *meantime, moreover, forever, everywhere*, etc. But in phrases like *after a while, in the mean time, for ever and ever*, the words should be separated.

17. In words like *anybody, anyhow, anything, anyway, anywhere, somebody, somehow, something, sometime, somewhat, somewhere.* But *any one* and *some one* are written as separate words.

DIVISION OF WORDS

THE unnecessary division of a word should always be avoided. The whole word should be carried over whenever possible.

2. A word should be divided in accordance with its natural division in correct pronunciation, rather than according to derivation: e.g., *knowl-edge*, not *know-ledge;* but divide according to meaning and derivation as far as is compatible with good spacing and pronunciation: e.g., *dis-pleasure*, not *displeas-ure.*

3. A single consonant between two vowels should be joined with the first vowel if short, but with the latter if long: e.g., *riv-er, ri-val;* but avoid dividing words as short as these if possible.

4. When two consonants come together between two vowels the consonants should be divided: e.g., *mil-lion, struc-ture.*

5. When three consonants come together between two vowels the first of which is short, the division comes after the first consonant: e.g., *han-dle, chil-dren, frus-trate*, etc.

6. Whenever practicable, and always when the pronunciation of a word is peculiar, the division should come upon the vowel: e.g., *pro-duct, colo-nel, sepa-rate, peo-ple, pro-gress.*

Exceptions: words ending in *-able* and *-ible*, which should carry the vowel over into the next line.

7. The letters *c* and *g* must never be separated from the vowels *e*, *i*, and *y* upon which their soft sound depends: e.g., *re-li-gion*, *ca-pa-ci-ty*, etc.

8. *X* must never begin a syllable, *j* must never end one, and *q* must not be separated from *u*, which invariably follows it.

9. When used as terminations, *ing*, *en*, *ed*, *er*, *est*, and the plural *es* are considered as syllables, except when the preceding consonant is doubled, or when they follow *c* or *g* soft: e.g., *speak-ing*, *tak-en*, *long-er;* but *lat-ter*, *for-cing*, *ran-ging*.

10. Two-letter divisions should always be avoided. These words should never be divided: *eleven*, *heaven*, *power*, *faster*, *finer*, *houses*, *given*, *flower*, *prayer*, *soften*, *liken*, *verses*, *listen*, *often*, *voyage*, *nothing*, *even*, etc.

11. When a derivative word ends in *t*, the *t* is carried over when the accent changes: e.g., *instinc-tive* (instinct); but not otherwise: e.g., *construct-ive* (construct).

12. More than two divisions in successive lines should be avoided.

13. A division at the end of the last full line of a paragraph should be avoided.

14. A word of four letters is not divisible. Dividing words of five or six letters should be avoided if possible.

15. An amount that is stated in figures should not be divided.

16. A word in the past tense, pronounced as one syllable, should not be divided: e.g., *beamed.*

17. The separation of two initials of a person's name, or such combination as B.C., A.M., should be avoided.

18. A divided word that will appear on the last line of one page and the top line of the next page is to be avoided.

19. Separating a divisional mark (*a*) or (*b*) from the matter to which it pertains should be avoided.

20. Adjectives ending in *-ical* should be divided upon the *i:* e.g., *musi-cal*, not *music-al* or *mu-sical.*

21. Word endings *-tion*, *-sion*, *-tial*, *-cial*, *-tive*, etc., are treated as one syllable.

22. In compound words additional hyphens should be avoided: e.g., *music-lesson*, not *music-les-son.*

Keep prefixes, roots, suffixes, etc., as distinct as possible.

NOTE. Division of words in French, Italian, German, and Spanish, may be found in De Vinne's "Correct Composition," pp. 434–446.

INDENTION AND PARAGRAPHING

IN prose manuscript, each paragraph should be written with *regular* indention.

2. When paragraphs are numbered, the figure should be written where the capital letter of the first word would otherwise be placed.

3. In poetry, lines which overrun should be written with *reverse* indention.

4. When poetry is quoted in a prose composition, it should begin on a new line. If the continuation of the prose writing does not call for a new paragraph, the next line of prose text begins without indention.

5. When a prose quotation is introduced, it should be treated as in Rule 4 if it contains more than a single sentence; otherwise it is "run in," with the proper quotation-marks and punctuation.

6. There are different forms of indention in typography which are used for different purposes, viz.:

Irregular indention.— For this form of indention there are no specified rules, and it is used principally in certain styles of poetry and in display work.

En échelon indention is largely used for display in posters and advertisements. It consists in the diagonal arrangement of words, thus:

CARPETS
CHAIRS
TABLES
STOVES

Hanging indention, which makes the first line of full width and indents all the following lines one or more ems on the left, as shown in these four lines.

Half-diamond indention was used largely by early printers, particularly by Aldus, not only for title-pages, but also for chapter endings. It consists in arranging all lines right and left thus

Lozenge indention requires an arrangement of the lines in this manner:

IT IS ALWAYS A
TROUBLESOME THING
TO ACCOMPLISH AS IT TAKES
MUCH EXPERIMENTING
TO GAIN RESULTS

BLOCKED INDENTION CALLS FOR
AN ARRANGEMENT OF THE WORDS
IN SUCH A MANNER THAT THE
LINES ARE ALL OF EQUAL LENGTH

PARAGRAPHING

Indention and Display are the methods employed in typography to secure clearness and to add distinction to the printed page, but clearness in the body of the text is dependent upon the skill of the writer in properly dividing his composition into paragraphs. Just as correct punctuation assists the reader in his understanding of a sentence, so does correct paragraphing add to the understanding of the composition as a whole. The following rules may be formulated, based upon the practice of the most careful writers:

1. A sentence which continues the topic of the sentence which precedes it rather than introduces a new topic should never begin a paragraph.

2. Each paragraph should possess a single central topic, to which all the statements in the paragraph should relate. The introduction of a single statement not so related to the central topic violates the unity.

3. A sentence or short passage may be detached from the paragraph to which it properly belongs if the writer wishes particularly to emphasize it.

4. For ease in reading, a passage which exceeds three hundred words in length may be broken into two paragraphs, even though no new topic has been developed.

5. Any digression from the central topic, or any change in the viewpoint in con-

sidering the central topic, demands a new paragraph.

6. Coherence in a paragraph requires a natural and logical order of development.

7. Smoothness of diction in a paragraph calls for the intelligent use of proper connective words between closely related sentences. A common fault, however, is the incorrect use of such words as *and* or *but* between sentences which are not closely related.

8. In developing the paragraph, emphasis is secured by a careful consideration of the relative values of the ideas expressed, giving to each idea space proportionate to its importance to the whole. This secures the proper climax.

9. The paragraph, like the composition itself, should possess clearness, unity, coherence, and emphasis. It is a group of related sentences, developing a central topic. Its length depends upon the length of the composition and upon the number of topics to be discussed.

SPACING

EACH line should be spaced evenly throughout.

2. The spaces in a line should never vary more than the difference between a *three to em* space and an *en* quad.[1]

3. Uniformity in appearance shows excellence in printing. To have one line thin-spaced and the next wide-spaced is in bad taste. Even in narrow measure this inequality can be avoided with proper care.

4. In fonts of type where ends of hyphens and dashes touch the adjoining letters, hair-spaces should be used. Also use hair-spaces before colons, semicolons, interrogation-points, exclamation-marks, and inside quotation-marks.

5. No space should be left between superior letters, or letters indicating powers, and inferior figures or letters; or between letters forming products.

6. No space should be left between the abbreviations A.D. and B.C., A.M. and P.M., between titles, such as *LL.D.*, *Ph.D.*, etc., or between the abbreviations of States, such

[1] See page 60.

as *N.Y.*, *R.I.*, *N.H.*, etc., except in a wide-spaced line.

7. Scripture references should be spaced as follows: *II Sam. 1:2–6; 2: 8–12.*

8. No space should be left between the symbols $ and £ preceding figures.

9. An indention of one or more ems should be allowed at the end of the last line of a paragraph.

10. The same space should be left on each side of short words, such as *a*, *an*, etc.

11. It is poor typography to thin-space or wide-space a line in order to avoid a turn-over.

12. Beginning and ending a line with the same word in wide measure should be avoided, but not at the expense of good spacing.

13. The kerned letters *f* and *j* require a hair-space before them when they begin a line. When kerned letters end a line a hair-space is necessary after them to prevent breaking off in printing.

14. Should wide spacing be necessary, it should occur where it will be least noticed; viz., between words ending or beginning with tall letters.

15. This is an en dash: –
This is an em dash: —
This is a 2 em dash: ——
This is a 3 em dash: ———

16. This line is hair-spaced.
This line is spaced with 5-em spaces.
This line is spaced with 4-em spaces.
This line is spaced with 3-em spaces.
This line is spaced with en quads.
This line is spaced with em quads.

ITALIC

THE first italic types were designed and used by Aldus Manutius, the celebrated Italian printer, of the fifteenth century. It is said that the style was suggested by the handwriting of Petrarch. In the first fonts only the lower case letters were italic, the capitals being roman; but this irregularity soon gave way to the more regular style of italic capitals and lower case.

1. Italic is not used for the text of a book, but it is permissible for the preface, extracts, etc.

2. For poetry and other matter of a literary character italic has a decorative effect.

3. Italic is used for emphasis in roman composition and vice versa.

4. Italic is used frequently for subheads, running-heads, and side-heads, as well as for important paragraphs or extracts.

5. Italic is often used instead of roman-quoted for the titles of books, magazines, newspapers, and names of ships.

6. Signatures or credits are often placed in italic at the end of an article.

7. Foreign words and phrases are often required to be set in italic, but there are many which are now so familiar to English readers

that they are kept in the ordinary text. The following is a list of the most familiar words:

à propos	data	ollapodrida
ad valorem	débris	onus
addenda	début	paterfamilias
aide-de-camp	depot	patois
alias	diarrhœa	per annum
alibi	diatum	per capita
alma mater	dilettante	per cent.
anno domini	dramatis personæ	per centum
ante-bellum	ennui	per se
beau idéal	entrepôt	post-mortem
billet-doux	erratum	pro rata
bon-ton	et cetera	protégé
bona fide	facsimile	quondam
bravo	fête	régime
café	finis	rendezvous
canto	gratis	rôle
carte blanche	hoi polloi	savant
chapeau	imprimatur	seraglio
chaperon	innuendo	sobriquet
chargé d'affaires	literati	ultimatum
chiaroscuro	mandamus	verbatim
cicerone	manœuvre	vice
contra	mignonette	vice versa
corrigenda	naïve	viva voce

8. The following expressions, which are not as a rule so well known, should be italicized:

ab ovo	*hors de combat*
ancien régime	*inter alia*
bête noire	*jeu d'esprit*
comme il faut	*locum tenens*
de quoi vivre	*mise en scène*
de trop	*noblesse oblige*
en passant	*raison d'être*
fait accompli	*sans cérémonie*
grand monde	*tour de force*

9. Italic is used in the following words, phrases, and abbreviations employed in literary and legal references: e.g., *ibid*, *idem*, *loc. cit.*, *op. cit.*, *ad loc.*, *s.v.*, *supra*, *infra*, *passim*, *vide*, *circa* (*ca.*). Exceptions: cf., i.e., e.g., v. (versus), viz., etc., which are always roman.

10. Punctuation marks which are placed after italicized words should be italic.

Italic is used:

1. For the names of plaintiff and defendant in the citation of legal causes.

2. In algebraic, geometric, and similar matter to designate unknown quantities, lines, etc.

3. For *s.* and *d.* (*shilling* and *pence*) following the figures: e.g., 1*s.* 6*d.*

4. For scientific names of genera and species in zoölogical and botanical, and for geological matter.

5. In medical matter roman is used instead of italic for scientific terms.

6. For names of stars or constellations in astronomical matter.

7. In resolutions for the word *Resolved.*

In MS. one line drawn beneath a word or sentence signifies that it is to be put in italic.

ABBREVIATIONS

DATES

DATES are not usually abbreviated in writing or in regular text matter; but when necessary the following rules may be followed:

1. Do not use *st, d, rd,* or *th* after a date given in figures; e.g., *June 3,* not *June 3d* or *3rd.* If a date is spelled out, the rule is as follows: e.g., *June the third,* not *June three.*

2. Do not use *ult., inst.,* or *prox.,* but always name the month: e.g., *Oct. 25,* not *25th ult., Nov. 10,* not *10th inst.*

3. Use generally accepted abbreviations for the names of months when the day of the month is also given, and prefer dates in order of day, month, and year: e.g., *7 Jan., 1912.* When the name of the month is used alone or followed only by the year, do not abbreviate: e.g., *February, 1912,* not *Feb., 1912.*

4. For ordinary purposes use these as the generally accepted abbreviations for the months and days of the week:

Jan.	May	Sept.	Sun.	Thurs.
Feb.	June	Oct.	Mon.	Fri.
Mar.	July	Nov.	Tues.	Sat.
Apr.	Aug.	Dec.	Wed.	

5. In tables and wherever matter must be *greatly* condensed use the Dewey dates,

which are the briefest possible without ambiguity, in the order of (*a*) day of week, (*b*) day of month, (*c*) month, (*d*) year. These abbreviations are not desirable except in tabular matter.

Ja.	Ap.	Ju.	O.	Sn.	Th.
F.	My.	Ag.	N.	M.	F.
Mr.	Je.	S.	D.	Tu.	St.
				W.	

PROPER NAMES

1. Abbreviate *company* in firm names: e.g., *John Brown & Co.*

2. Spell out names of companies, railroads, etc., using the ampersand (&) only between proper names: e.g., *Brown & Sharpe Manufacturing Company; Norfolk & Western Railroad;* but *American Smelting and Refining Company.* If names of railroads are abbreviated, use no space between the letters: e.g., *N.Y., N.H. & H.R.R.*

3. Abbreviate *United States* when immediately associated with the name of an officer of the army or navy, as *Lieut. John Doe, U.S.A.*; when it is the name of an organization of the army or navy, as *First Regiment U.S.V.*; when preceding the name of a government vessel, as *U.S.S. Brooklyn.*

4. In referring to plays, specify act, scene, and line, also part if necessary: e.g., *2 Henry IV, I, ii, 1–7.*

5. Christian names should be spelled in full, as *John, George, Charles,* except in an

original signature, or when following copy in a quotation.

6. When necessary to abbreviate Christian names, use the forms *Dan.*, *Edw.*, *Sam.*, *Thos.*, etc. *Alex*, *Ben*, *Ed*, and *Sam* are not always abbreviations, and copy should be followed as regards period. Use the following list:

Alex.	Alexander
And.	Andrew
Anth.	Anthony
Ap.	Appius
Arch.	Archibald
Aug.	August, Augustus
Benj.	Benjamin
C.	Caesar
Caes. Aug.	Caesar Augustus
Cath.	Catherine
Chas.	Charles
Dan.	Daniel
Eben.	Ebenezer
Edm.	Edmund
Edw.	Edward
Eliz.	Elizabeth
Esd.	Esdras
Esth.	Esther
Ez.	Ezra
Ezek.	Ezekiel
Ferd.	Ferdinand
Fran.	Francis
Fred.	Frederic, Frederick
Geo.	George
Herbt.	Herbert
Hos.	Hosea

Jas.	James
Jona.	Jonathan
Jos.	Joseph
Josh.	Joshua
Matt.	Matthew
Nath.	Nathaniel
Pet.	Peter
Phil.	Philip, Philander
Philem.	Philemon
Reg.	Reginald
Richd.	Richard
Robt.	Robert
Sam.	Samuel
Theo.	Theodore
Thos.	Thomas
Tim.	Timothy
Wm.	William

TITLES

1. In ordinary body matter use generally accepted abbreviations of titles when they are immediately prefixed to names.

2. Do not abbreviate a title used as part of a name: e.g., *Bishop Lawrence*, not *Bp. Lawrence.*

3. Such titles as *Mr.*, *Mrs.*, *Messrs.*, *Gen.*, *Dr.*, *Hon.*, *Rev.*, when prefixed to names, may be abbreviated; but *Colonel*, *Major*, *Professor*, *President*, *ex-President*, etc., are better spelled in full. Compound titles, such as *Major-General*, *Lieutenant-Colonel*, *Rear-Admiral*, etc., should also be spelled and both

words capitalized. Where a person has been mentioned by name and title, and is afterward mentioned by title only, the title should be capitalized. Where initials of a name are used, abbreviate the title: e.g., *Col. T. G. Benson, of the Second Illinois Regiment, has returned from Havana. The Colonel's friends gave him a warm reception.*

4. When the names of sovereigns of a country are mentioned only occasionally, such names may be given in full: e.g., *George the Fifth, Charles the First.* When such names occur frequently, they may be printed with roman numerals without a period: e.g., *George V, Charles I*

5. The following is a full list of the usual abbreviations:

A.B. or B.A. .	(*Artium Baccalaureus*) Bachelor of Arts
Abp. . . .	Archbishop
A.C. . . .	Archchancellor
A.D. . . .	Archduke
A.D.C. . .	Aide-de-camp
Adjt. . . .	Adjutant
Adm. . . .	Admiral
Admr. . .	Administrator
Admx., Admrx.	Administratrix
Adv. . . .	Advocate
Agt. . . .	Agent
Aldm. . .	Alderman
A.M. or M.A.	(*Artium Magister*) Master of Arts
Amb. . . .	Ambassador
A.P.A. . .	American Protective Association
Asst. . . .	Assistant
A.T. . . .	Archtreasurer
Atty. . . .	Attorney

B.A. or A.B.	Bachelor of Arts
Bart.	Baronet
B.C.L.	Bachelor of Civil Law
B.D.	(*Baccalaureus Divinitatis*) Bachelor of Divinity
B.LL.	(*Baccalaureus Legum*) Bachelor of Laws
B.M.	(*Baccalaureus Medicinae*) Bachelor of Medicine
Bp.	Bishop
B.R.	(*Banco Regis* or *Reginae*) the King's or Queen's Bench
Brig.-Gen.	Brigadier-General
Bro(s).	Brother(s)
B.S.	Bachelor of Science or Bachelor of Surgery
B.V.	(*Beata Virgo*) Blessed Virgin
Cantab.	(*Cantabrigia*) Cambridge
Capt.	Captain
Capt.-Gen.	Captain-General
Cash.	Cashier
C.B.	Companion of the Bath
C.C.P.	Court of Common Pleas
C.E.	Civil Engineer
C.J.	Chief Justice
C.M.G.	Companion of the Order of St. Michael and St. George
Col.	Colonel
Com.	Commander, Commodore
Cor. Sec.	Corresponding Secretary
Corp.	Corporal
C.S.	Court of Sessions
C.S.	(*Custos Sigilli*) Keeper of the Seal
D.C.L.	Doctor of Civil Law
D.D.	Doctor of Divinity
D.D.S.	Doctor of Dental Surgery
Dea.	Deacon
Dep.	Deputy
D.F.	Defender of the Faith
D.M.	Doctor of Music

Dr. . . .	Doctor
D.Sc. . .	Doctor of Science
D.T. . . .	(*Doctor Theologiae*) Doctor of Divinity
D.V.M. or M.D.V.	Doctor of Veterinary Medicine
E. . . .	(*after titles*) Edinburgh
Esq. . . .	Esquire
F.D. . . .	(*Fidei Defensor*) Defender of the Faith
F.G.S. . .	Fellow of the Geological Society
Fr. . . .	Father
F.R.G.S. . .	Fellow of the Royal Geographical Society
F.R.S. . .	Fellow of the Royal Society
F.R.S.A. . .	Fellow of the Royal Society of Arts
F.S.A. . .	Fellow of the Society of Arts
G.C.B. . .	Knight of the Grand Cross of the Bath
G.C.H. . .	Knight of the Grand Cross of Hanover
G.C.M.G. .	Knight of the Grand Cross, Order of St. Michael and St. George
Gen. . . .	General
Gov. . . .	Governor
Govt. . .	Government
G.R. . . .	(*Georgius Rex*) King George
H.B.M. . .	His or Her Britannic Majesty
H.M. . . .	His or Her Majesty
H.M.S. . .	His or Her Majesty's Service
Hon. . . .	Honorable
H.R. . . .	House of Representatives
H.R.E. . .	Holy Roman Emperor
H.R.H. . .	His or Her Royal Highness
H.S.H. . .	His or Her Serene Highness
I.N.R.I. . .	(*Jesus Nazarenus Rex Judaeorum*) Jesus of Nazareth, King of the Jews
Insp. . . .	Inspector
Insp. Gen. .	Inspector General
I.O.O.F. . .	Independent Order of Odd Fellows

J.A. . . . Judge-Advocate
J.P. . . . Justice of the Peace
J. Prob. . . Judge of the Probate
Jr. or Jun. . Junior

K. . . . King
K.A. . . . Knight of St. Andrew, in Russia
K.A.N. . . Knight of Alexander Newski, in Russia
K.B. . . . King's Bench; Knight of the Bath
K.B.A. . . Knight of St. Bento d'Avis, in Portugal
K.B.E. . . Knight of the Black Eagle, in Prussia
K.C. . . . King's Council; Knight of the Crescent, in Turkey
K.C.B. . . Knight Commander of the Bath
K.C.H. . . Knight Commander of Hanover
K.C.M.G. . Knight Commander of Order of St. Michael and St. George
K.C.S. . . Knight of Charles III, in Spain
K.E. . . . Knight of the Elephant, in Denmark
K.F. . . . Knight of Ferdinand of Spain
K.F.M. . . Knight of Ferdinand and Merit, in Sicily
K.G. . . . Knight of the Garter
K.G.C. . . Knight of the Grand Cross
K.G.C.B . Knight of the Grand Cross of the Bath
K.G.F. . . Knight of the Golden Fleece
K.G.H. . . Knight of the Guelph of Hanover
K.G.V. . . Knight of Gustavus Vasa of Sweden
K.H. . . . Knight of Hanover
K.J. . . . Knight of St. Joachim
K.L.H. . . Knight of the Legion of Honor
K.M. . . . Knight of Malta
K. Mess. . . King's Messenger
K.M.H. . . Knight of Merit, in Holstein
K.M.J. . . Knight of Maximilian Joseph of Bavaria
K.M.T. . . Knight of Maria Theresa of Austria
K.N.S. . . Knight of the Royal North Star, in Sweden
K.P. . . . Knight of St. Patrick

K.R.E. . . Knight of the Red Eagle, in Prussia
K.S. . . . Knight of the Sword, in Sweden
K.S.A. . . Knight of St. Anne of Russia
K.S.E. . . Knight of St. Esprit, in France
K.S.F. . . Knight of St. Fernando of Spain
K.S.F.M.. . Knight of St. Ferdinand and Merit, in Naples
K.S.G. . . Knight of St. George of Russia
K.S.H. . . Knight of St. Hubert of Bayaria
K.S.J. . . Knight of St. Janarius of Naples
K.S.L. . . Knight of the Sun and Lion, in Persia
K.S.M.&S.G. Knight of St. Michael and St. George of the Ionian Isles
K.S.P. . . Knight of St. Stanislaus of Poland
K.S.S. . . Knight of the Southern Star of the Brazils; Knight of the Sword, in Sweden
K.S.W. . . Knight of St. Wladimir of Russia
Kt. . . . Knight
K.T. . . . Knight of the Thistle
K.T.S. . . Knight of the Tower and Sword, in Portugal
K.W. . . . Knight of William of the Netherlands
K.W.E. . . Knight of the White Eagle, in Poland

L. . . . (*after titles*) London
L.C. . . . Lord Chancellor
L.C.J. . . Lord Chief Justice
Leg. . . . Legate
Legis. . . Legislature
Lieut.. . . Lieutenant
Lieut.-Col. . Lieutenant-Colonel
Lieut.-Gen. . Lieutenant-General
Litt.D. . . (*Litterarum Doctor*) Doctor of Literature
LL.B.. . . (*Legum Baccalaureus*) Bachelor of Laws
LL.D. . . (*Legum Doctor*) Doctor of Laws

M. . . . Monsieur
M.A. . . . Master of Arts
Maj. . . . Major
Maj.-Gen. . Major-General

M.B. . . .	(*Medicinae Baccalaureus*) Bachelor of Medicine; (*Musicae Baccalaureus*) Bachelor of Music
M.C. . . .	Member of Congress
M.D. . . .	(*Medicinae Doctor*) Doctor of Medicine
Messrs. . .	Messieurs
Mgr. . . .	Manager; Monsignor
Min. Plen. .	Minister Plenipotentiary
Mlle. . . .	Mademoiselle
Mme. . .	Madame
M.P. . . .	Member of Parliament
M.R. . . .	Master of the Rolls
Mr. . . .	Mister or Master
Mrs. . . .	Mistress
Mus. Doc. .	Doctor of Music
Oxon. . .	(*Oxonensis*) Oxford
P.C. . . .	(*Patres Conscripti*) Conscript Fathers; Senators; Privy Counsellor
Ph.D.. . .	Doctor of Philosophy
Ph.G. . .	Graduate in Pharmacy
P.M. . . .	Postmaster
P.M.G. . .	Postmaster-General
P.R.A. . .	President of the Royal Academy
Pres. . . .	President
Prof. . . .	Professor
Prov. . . .	Provost
P.R.S. . .	President of the Royal Society
Q. . . .	Queen
Q.M. . . .	Quartermaster
R.A. . . .	Royal Academician
R.E. . . .	Royal Engineers
Reg. Prof. .	Regius Professor
Rev. . . .	Reverend
R.M. . . .	Royal Marines
R.N. . . .	Royal Navy
R.N.O. . .	(*Riddare af Nordstjerneorden*) Knight of the Order of Polar Star

R.S.S. . . (*Regiae Societatis Socius*) Fellow of the Royal Society
Rt. Hon. . . Right Honorable
Rt. Rev. . . Right Reverend
Rt. Wpful. . Right Worshipful
R.W. . . . Right Worthy
R.W.O. . . (*Riddare af Wasa Orden*) Knight of the Order of Wasa

Sec. . . . Secretary
Sec. Leg. . Secretary of Legation
Serg. . . . Sergeant
Serg.-Maj. . Sergeant-Major
S.J. . . . Society of Jesus
S.J.C. . . Supreme Judicial Court
Sol. . . . Solicitor
Sol.-Gen. . Solicitor-General
Sr., Sen. . . Senior
S.R.S. . . (*Societatis Regiae Socius*) Fellow of the Royal Society
S.T.D. . . (*Sacrae Theologiae Doctor*) Doctor of Divinity
S.T.P. . . (*Sacrae Theologiae Professor*) Professor of Divinity
St. . . . Saint, Street
Supt. . . . Superintendent

Tr(s). . . Trustee(s)
Treas. . . Treasurer

U.J.C. . . (*Utriusque Juris Doctor*) Doctor of both Laws

V.C. . . . Vice-Chancellor
V.D.M. . . (*Verbi Dei Minister*) Preacher of the Word
Vice-Pres. . Vice-President
Visc. . . . Viscount

W.S. . . . Writer to the Signet

6. COMMERCIAL ABBREVIATIONS

A1	Highest class or grade
Acct.	Account
Advt., Ad.	Advertisement
Agt.	Agent
Amt.	Amount
Anon	Anonymous
Ans.	Answer
Art.	Article
Av., Ave.,	Avenue
Bal.	Balance
Bd.	Bound
Bdl.	Bundle
Bds.	Boards
Bldg.	Building
B.O.	Buyer's Option
Bro(s).	Brother; Brothers
Chap.	Chapter
C.I.F.	Cost, insurance, freight
Co.	Company
C.O.D.	Cash on Delivery
Cr.	Creditor
Dept.	Department
Do.	Ditto, the same
Dr.	Debtor
E.E.	Errors excepted
E.O.D.	Every other day
E. & O.E.	Errors and omissions excepted
Etc.	(*Et cetera*) and so forth
Ex., Exch.	Exchange
Exp.	Express
Fgt.	Freight
F.O.B.	Free on board
H.	Hour
H.P.	Half pay, horse-power

Incor. . . . Incorporated
Ins. . . . . Insurance

K.D. . . . . Knock down (*of furniture*, etc.)

L.P. . . . . Large paper

Memo. . . . Memorandum
Mfg. . . . . Manufacturing
Mfr. . . . . Manufacturer
Min. . . . . Minute

No. . . . . (*numero*) number

O.K. . . . . All right

Payt. . . . . Payment
Pd. . . . . Paid
Per an. . . . (*Per annum*) by the year
Per cent. . . (*Per centum*) by the hundred
Pkg. . . . . Package
Pl. . . . . Plate, plates
Pref. . . . . Preface

Rd. . . . . Road
Rem. . . . . Remarks
Rep. . . . . Reports
R.R. . . . . Railroad
Ry. . . . . Railway

Ser. . . . . Series
Sq. . . . . Square
S.S. . . . . Steamship, steamer

T.F. . . . . Till forbidden

7. GEOGRAPHICAL ABBREVIATIONS

Ala. . . . . Alabama
Alaska . . . Alaska
Ariz. . . . . Arizona
Ark. . . . . Arkansas
Austral. . . . Australasia

B.A.	British America
Br. Col.	British Columbia
Cal.	California
Can.	Canada
C.B.	Cape Breton
Colo.	Colorado
Conn.	Connecticut
C.W.	Canada West (Ontario)
D.C.	District of Columbia
Del.	Delaware
Den.	Denmark
E.	East (London Postal District)
East Isl.	Eastern Islands
E.C.	East Central (London Postal District)
E.I.	East Indies
Eng.	England, English
Fin.	Finland
Fla.	Florida
Ga.	Georgia
G.B.	Great Britain
Glas.	Glasgow
H.I.	Hawaiian Islands
Ia.	Iowa
Idaho	Idaho
Ill.	Illinois
Ind.	Indiana
Ind. Ter.	Indian Territory (*now Oklahoma*)
Ire.	Ireland
It..	Italy
Jam.	Jamaica
Jap.	Japan
Kan.	Kansas
Ky.	Kentucky
La.	Louisiana
L.C.	Lower Canada

Man. . . . . Manitoba
Mass. . . . Massachusetts
Md. . . . . Maryland
Me. . . . . Maine
Mex. . . . . Mexico
Mich. . . . Michigan
Minn. . . . Minnesota
Miss. . . . . Mississippi
Mo. . . . . Missouri
Mont. . . . Montana

N. . . . . North (London Postal District)
N.A. . . . . North America
N.B. . . . . New Brunswick; North Britain (Scotland)
N.C. . . . . North Carolina
N. Dak. . . . North Dakota

N.E. . . . . New England; Northeast (London Postal District)
Neb. . . . . Nebraska
Neth. . . . Netherlands
Nev. . . . . Nevada
N.F. . . . . Newfoundland
N.H. . . . . New Hampshire
N.J. . . . . New Jersey
N. Mex. . . . New Mexico
N.S. . . . . Nova Scotia
N.W. . . . . Northwest (London Postal District)
N.Y. . . . . New York
N.Y.C. . . . New York City
N. Zeal. . . . New Zealand

O. . . . . Ohio
Okla. . . . . Oklahoma
Ont. . . . . Ontario
Ore. . . . . Oregon

Pa. . . . . Pennsylvania
Pal. . . . . Palestine
P.D. . . . . Postal District (London)

P.E.I. . . . Prince Edward Island
Per. . . . . Persia
Phila. . . . Philadelphia
P.I. . . . . Philippine Islands
Port. . . . . Portugal
P.R. . . . . Porto Rico
Prus. . . . . Prussia

Que. . . . . Quebec

R.A. . . . . Russian America (*now Alaska*)
R.I. . . . . Rhode Island
Russ. . . . . Russia

S. . . . . South (London Postal District)
S.A. . . . . South America
S.C. . . . . South Carolina
Scot. . . . . Scotland
Sc. Pen. . . . Scandinavian Peninsula
S. Dak. . . . South Dakota
S. E. . . . . Southeast (London Postal District)
Sic. . . . . Sicily
S. Isl. . . . Sandwich Islands
Soc. Isl. . . . Society Islands
S. lat. . . . South latitude
Sp. . . . . Spain
Sw. . . . . Sweden
Switz. . . . Switzerland
Syr. . . . . Syria

Tenn. . . . Tennessee
Tex. . . . . Texas

U.C. . . . . Upper Canada (Ontario)
U.K. . . . . United Kingdom
U.S. . . . . United States
U.S.A. . . . United States of America
Utah . . . . Utah

V. . . . . Victoria
Va. . . . . Virginia
Vt. . . . . Vermont

W.	Welsh, West; West (London Postal District)
Wash.	Washington
W.C.	West Central (London Postal District)
W.I.	West Indies
W. lon.	West longitude
W. Va.	West Virginia
Wis.	Wisconsin
Wyo.	Wyoming

8. MISCELLANEOUS ABBREVIATIONS

A.C.	(*Ante Christum*) before Christ
A.D.	(*Anno Domini*) in the year of our Lord
Ad lib.	(*Ad libitum*) at pleasure
Adj.	Adjective
Adv.	Adverb
Aet.	(*Aetatis*) of age, aged
A.H.	(*Anno Hegirae*) in the year of the Hegira
Alt.	Altitude
A.M.	(*Anno Mundi*) in the year of the world; (*Ante Meridiem*) before noon
An.	(*Anno*) in the year
An. A.C.	(*Anno ante Christum*) in the year before Christ
Anat.	Anatomy
Anc.	Ancient
Ang.-Sax.	Anglo-Saxon
Anom.	Anomalous
Anon.	Anonymous
Ap.	Apostle
Apo.	Apogee
Apoc.	Apocalypse, Apocrypha
A.R.	(*Anno regni*) in the year of the reign
Arch.	Architecture
A.R.R.	(*Anno regni regis*) in the year of the reign of the king
Arr.	Arrival
Art.	Article

Assoc., Assn.	Association
Astrol.	Astrology
Astron.	Astronomy
A.U.C.	(*anno urbis conditae*) in the year of the building of the city (Rome)
Auth. Ver. or A.V.	Authorized Version (of the Bible)
Av.	Average
Ave.	Avenue
B.	(*Basso*) Bass; bay; born
B.C.	Before Christ
Boul.	Boulevard
B.V.	(*Bene Vale*) Farewell
C.	Cape
Caet. par.	(*Caeteris paribus*) other things being equal
Cap.	(*Caput*) Chapter
C. or Cent.	Centigrade
Cf.	(*confer*) compare
Ch.	Child or children
C.H.	Court House
Chap.	Chapter
Circ.	Circle(s)
Cit.	Citizen
Col.	Column
Coll.	College
Comp.	Companion; comparative
Cong.	Congress
C.Q.D.	Marconi distress signal
D.B.	Domesday Book
D.C.	(*Da Capo*) From the beginning; again
Dec.	Declination
Deg.	Degree(s)
Del.	(*Delineavit*) he drew it
Dem.	Democrat
D.G.	(*Dei gratia*) by the grace of God; (*Deo gratias*) thanks to God
D.V.	(*Deo volente*) God willing

E. . . . . East; Eagle(s)
Ea. . . . . Each
E.B. . . . . English Bible (common)
Ed. . . . . Editor, Edition
E.E. . . . . Errors excepted
E.g. . . . . (*Exempli gratia*) by way of example
Elec. . . . Electricity
E.N.E. . . . East-northeast
Ent. . . . . Entomology
E.S.E. . . . East-southeast
Et al. . . . (*Et alibi*) and elsewhere; (*et alii*) and others
Etc. . . . . (*Et caetera*) and so forth
Et seq. . . . (*Et sequentia*) the following
Ex. . . . . Example
Exc. . . . . Exception

F., Fahr. . . Fahrenheit (thermometer)
Fec. . . . . (*Fecit*) he made it
Fem. or f. . . Feminine
Fig.(s) . . . Figure(s)
Finn. . . . . Finnish
Fol. or f., ff. . . Folio(s)
For. . . . . Foreign
Ft. . . . . Fort

Gent. . . . Gentleman
Ger. . . . . German
Goth. . . . Gothic
Gr. . . . . Greek

H. . . . . Husband
Hdkf. . . . Handkerchief
H.e. . . . . (*Hoc est*) that is, or, this is
Hist. . . . . History, Historical
H.J.S. . . . (*Hic jacet sepultus*) here lies buried
H.M.P. . . . (*Hoc monumentum posuit*) erected this monument
H.R.I.P. . . . (*Hic requiescit in pace*) here lies in peace
H.S. . . . . (*Hic situs*) here lies

Ibid., Ib.	(*Ibidem*) in the same place
Id.	(*Idem*) the same
I.e.	(*Id est*) that is
I.H.S.	First letters of IHΣOTΣ, Greek for *Jesus*[1]
Illus.	Illustrated
Imp.	Imperative (mood)
Incog.	(*Incognito*) unknown
Indef.	Indefinite
Indic.	Indicative (mood)
Infin.	Infinitive (mood)
In lim.	(*In limine*) at the outset
In loc.	(*In loco*) in the place
Inst.	(*Instante*) the current month
Int.	Interest
Interj.	Interjection
In trans.	(*In transitu*) on the passage
Ion.	Ionic
Ir.	Irish
Irreg.	Irregular
Isl.	Island
Ital.	Italic
Itin.	Itinerary
J.H.S.	See I.H.S.
Jour.	Journal
Lat.	Latin, latitude
L.c.	(*Loco citato*) in the place cited
L.l.	(*Loco laudato*) in the place quoted
Lon. or Long.	Longitude
L.S.	(*Locus sigilli*) place of the seal
LXX	The Septuagint
M.	(*Meridies*) noon
M.	Married
Mem.	Memorandum, Memoranda
Mgr.	Manager
Misc.	Miscellaneous
Mo.(s)	Month, months

[1] Erroneously *Jesus hominum Salvator.*

M.S. . . . . (*Memoriae sacrum*) sacred to the memory
MS. . . . . (*Manuscriptum*) manuscript
MSS. . . . . Manuscripts
Mt. . . . . Mount, *Mont*
Myth. . . . Mythology

N. . . . . Noun; note(s)
Nat. . . . . National
Naut. . . . Nautical
N.B. . . . . (*Nota Bene*) note well
Nem. con. or nem. diss. . . . (*Nemine contradicente* or *nemine dissentiente*) none opposing
N.l. . . . . (*Non liquet*) it does not appear
N. lat. . . . North latitude
N.N.E. . . . North-northeast
N.N.W. . . . North-northwest
Nom. . . . Nominative
Nol. pros. . . (*Nolle prosequi*) indicates in law that a complaint will not be prosecuted
N.S. . . . . New Style (*after 1752*)
N.T. . . . . New Testament
N.u. . . . . name(s) unknown
N.V.M. . . . Nativity of the Virgin Mary
N.W. . . . . Northwest

Ob. . . . . (*Obiit*) he or she died
Obj. . . . . Objective (case)
Obs. . . . . Obsolete
O.F. . . . . Odd Fellow(s)
Olym. . . . Olympiad
O.H.M.S. . . On His Majesty's Service
Op. . . . . Opposite
O.S. . . . . Old Style (*before 1752*)
O.T. . . . . Old Testament

P. or pp. . . . Page or pages
Par. or ¶ . . Paragraph
Par. Pas. . . Parallel Passage(s)
Parl. . . . . Parliament
Part. . . . . Participle

Partic.	Particle
Pass.	Passive (voice)
Pen.	Peninsula
Pent.	Pentecost
Perf.	Perfect (tense)
Pers.	Person
Pers. pron.	Personal Pronoun
Persp.	Perspective
Phil.	Philosophy
Pinx.	(*Pinxit*) he painted it
Pl.	Plate(s)
Plur.	Plural
Plup.	Pluperfect
Plff.	Plaintiff
P.M.	(*Post meridiem*) afternoon to midnight
P.O.	Post-office
Pop.	Population
Posit.	Positive
P.p.	Past participle
P.P.C.	(*Pour prendre congé*) to take leave
P. pr.	Participle present
Pro tem.	(*Pro tempore*) for the time being
P.R.	(*Populus Romanus*) the Roman people
Pret.	Preterite tense
Pron.	Pronoun
Pr. p.	Present participle
Pref.	Preface
P.S.	Privy Seal
P.T.O.	Please turn over
Pt.	Point
Pub.	Publisher
Pub. Doc.	Public Document(s)
Q.	Question
Q.B.	Queen's Bench
Q.C.	Queen's College; Queen's Council
Q.d.	(*Quasi dicat*) as if he should say; (*Quasi dictum*) as if said; (*Quasi dixisset*) as if he had said
Q.E.	(*Quod est*) which is

Q.E.D. . . . (*Quod erat demonstrandum*) which was to be proved
Q.E.F. . . . (*Quod erat faciendum*) which was to be done
Q.l. . . . . (*Quantum libet*) as much as you please
Q. Mess. . . . Queen's Messenger
Qm. . . . . (*Quomodo*) by what means, how
Q.p. or q. pl. . (*Quantum placet*) as much as you please
Qr. . . . . Quarter
Q.s. . . . . (*Quantum sufficit*) a sufficient quantity
Q.v. . . . . (*Quantum vis*) as much as you will
Q.v. . . . . (*Quod vide*) which see
Qy. . . . . Query
R., Reaum . . Reaumur (thermometer)
R. . . . . (*Regina*) Queen; (*Rex*) King
Rem. . . . . Remark(s)
R.A. . . . . Royal Academy; Royal Academician; Royal Artillery
R. E. . . . . Royal Engineers
Recd. . . . Received
Rect. . . . . Rector
Ref. . . . . Reformation; Reformed
Ref. Ch. . . . Reformed Church
Ref. . . . . Reference
Regr. . . . . Registrar
Regt. . . . . Regiment
Rel. pron. . . Relative Pronoun
Rep. . . . . Representative
Repub. . . . Republican
R.M. . . . . Royal Marines
R.N. . . . . Royal Navy
Ro. . . . . (*Recto*) right-hand page
Rom. Cath. . . Roman Catholic
R.P. . . . . (*Res Publica*) Republic
Ru. . . . . Runic
S. . . . . Solo (*in Italian music*); South
S. SS. . . . . Section(s), Saint(s)
S.a. . . . . (*Secundum artem*) according to art

Sax.	Saxon
S.C.	(*Senatus consultum*) a decree of the Senate
S.C.	(*in law*) same case
Sch.	Schooner(s)
Schol.	(*Scholium*) a note
Sci.	Science
Sculp.	(*Sculpsit*) he engraved
S.E.	Southeast
Sen.	Senate; Senator
Seq. or sq.	(*Sequente*) and in what follows
Seqq. or sqq.	(*Sequentibus*) and in the following (places)
Ser.	Series
Shak.	Shakspere
Sing.	Singular (number)
S.J.C.	Supreme Judicial Court
S. lat.	South latitude
S.O.S.	Marconi distress signal
S.P.	(*Sine prole*) without issue
Sp. gr.	Specific gravity
S.P.Q.R.	(*Senatus Populusque Romanus*) the Senate and the Roman People
S.R.I.	(*Sacrum Romanum Imperium*) the Holy Roman Empire
S.R.S.	(*Societatis Regiae Socius*) Fellow of the Royal Society
S.S.	Sunday School
S.S.E.	South-southeast
S.S.W.	South-southwest
St.	Saint; street
Stat.	Statute(s)
Ster.	Sterling
Subj.	Subjunctive
Subst.	Substantive
Su.-Goth.	Suio-Gothic
Super.	Superfine
Superl.	Superlative
S.W.	Southwest

T. . . . . Tenor (*in music*); (*Tutti*) the whole orchestra, after a solo
Ter. . . . . Territory
Term. . . . Termination
Theor. . . . Theorem
Tr. . . . . Translator; transpose

Um. . . . . Unmarried
Univ. . . . University
U.S.A. . . . United States Army
U.S.M. . . . United States Mail
U.S.N. . . . United States Navy
U.S.S. . . . United States Ship
U.s. . . . . (*Ut supra*) as above

Vat. . . . . Vatican
V.a. . . . . Verb active
V. aux. . . . Verb auxiliary
V. def. . . . Verb defective
V. dep. . . . Verb dēponent
Ven. . . . . Venerable
V.g. . . . . (*Verbi gratiâ*) for example
V. imp. . . . Verb impersonal
V. in. . . . . Verb intransitive
V. irr. . . . Verb irregular
V. n. . . . . Verb neuter
Vo. . . . . (*Verso*) left-hand page
Voc. . . . . Vocative
Vol. . . . . Volume
V. r. . . . . Verb reflexive
V. tr. . . . . Verb transitive
V. . . . . Vulgate (Version)

W. . . . . West; wife
W. lon. . . . West longitude
W.N.W. . . . West-northwest
W.S.W. . . . West-southwest

Xmas . . . Christmas

Zoöl. . . . . Zoölogy

9. SCRIPTURAL ABBREVIATIONS

OLD TESTAMENT (O. T.)

Gen.	Esth.	Hos.
Exod.	Job	Joel
Lev.	Ps. (Pss.)	Amos
Num.	Prov.	Obad.
Deut.	Eccles.	Jonah
Josh.	Song of Sol. (or	Mic.
Judg.	Cant.)	Nah.
Ruth	Isa.	Hab.
I and II Sam.	Jer.	Zeph.
I and II Kings	Lam.	Hag.
I and II Chron.	Ezek.	Zech.
Ezra	Dan.	Mal.
Neh.		

NEW TESTAMENT (N. T.)

Matt.	Gal.	Philem.
Mark	Eph.	Heb.
Luke	Phil.	Jas.
John	Col.	I and II Pet.
Acts	I and II Thess.	I, II, and III John
Rom.	I and II Tim.	Jude
I and II Cor.	Titus	Rev.

APOCRYPHA

I and II Esd.	Wisd. of Sol.	Sus.
Tob. = Tobit	Eccles.	Bel and Dragon
Jud. = Judith	Bar.	Pr. of Man.
Rest of Esther	Song of Three Children	I, II, III, and IV Macc.

10. MONETARY SIGNS

$	Dollar or dollars
cts.	Cents
gn.	Guinea
£ (*English*).	Pound or pounds
ℒ or s.	Shilling or shillings

d.	(*Denarius*) penny or pence
fr.	Franc or francs
c. (*French*)	Centime or centimes
m.	Mark or marks
pf.	Pfennig or pfennigs
cr. (*Austrian*)	Crown or crowns
hr.	Heller or hellers
rub.	Ruble or rubles
kop.	Kopec or kopecs
kr. (*Danish*)	Crown or crowns
öro, öre	Oro or öre
£ (*Italian*)	Lira or lire
c. (*Italian*)	Centesimo or centesimi

11. MATHEMATICAL SIGNS

+	Plus
−	Minus
±	Plus or minus
∓	Minus or plus
×	Multiplied by [1]
÷	Divided by
=	Equal to
≠	Not equal to
≡	Identical with
≢	Not identical with
≅	Congruent to
>	Greater than
<	Less than
~	The difference between
⧟	Is equivalent to
∫	Integration
: and : :	Proportion
∝	Varies as
≐	Approaches as a limit
∞	Infinity
∴	Therefore

[1] This is also indicated algebraically by a dot, as, $a \cdot b$

∵ . . . . . Because
... . Continuation
√ . . . . . The radical sign
⊥ . . . . . Perpendicular to
⌊5 . . . . . Factorial sign
∥ . . . . . Parallel
⌒ . . . . . Arc of circle
° . . . . . Degree of circle
′ . . . . . Minute of circle
″ . . . . . Second of circle
∠ ∢ . . . . . Angle
⌊ . . . . . Right angle
□ . . . . . Square
▭ . . . . . Rectangle
▱ . . . . . Parallelogram
△ . . . . . Triangle

12. MEDICAL SIGNS

āā . . . . . (*ana*) of each
℞ . . . . . (*Receipe*) take
ℨ, ℨi . . . . . Ounce, one ounce
ℨss . . . . . Half an ounce
ℨiss. . . . . One ounce and a half
ℨij . . . . . Two ounces
ℨ . . . . . Drachm
℈ . . . . . Scruple
⊖ . . . . . (*Octavius*) Pint
℥ . . . . . Fluid ounce
ʒ . . . . . Fluid drachm
m. . . . . . Minim or drop

NUMERALS

ACCORDING to Astle, the combination of Greek numerical characters was not well known to the Latins before the thirteenth century, although Greek numerical characters were frequently used in France and Germany in episcopal letters, and continued to the eleventh century. But of all the Greek ciphers the episemon *βαῦ* was most in use with the Latins; it gradually assumed the form of *G* with a tail, for so it appears in a Latin inscription of the year 296. It is found to have been used in the fifth century in Latin MSS. It was reckoned for 6, and this value has been evinced by such a number of monumental proofs, that there is no room to give it any other. Some of the learned, with even Mabillon, have been mistaken in estimating it as 5, but in a posthumous work he acknowledges his error.

Those authors were led into this error by the medals of the Emperor Justinian having the episema for 5; but it is a certain fact that the coiners had been mistaken and confounded it with the tailed *U*, for the episema was still in use in the fourth century, and among the Latins was estimated as 6, but

under a form somewhat different. Whenever it appears in other monuments of the western nations of Europe of that very century and the following, it is rarely used to express any number except 5.

The Etruscans also used their letters for indicating numbers by writing them from right to left, and the ancient Danes copied the example in the application of their letters.

The Romans, when they borrowed arts and sciences from the Greeks, learned also their method of using alphabetical numeration. This custom, however, was not very ancient among them. Before writing was yet current with them, they made use of nails for reckoning years, and the method of driving those nails became in process of time a ceremony of their religion. The first eight Roman numerals were composed of the I and the V. The Roman ten was composed of the V proper and the V inverted (Λ), which characters served to reckon as far as forty; but when writing became more general, I, V, X, L, C, D, and M were the only characters appropriated to the indication of numbers. The above seven letters, in their most extensive combination, produce six hundred and sixty-six thousand, ranged thus, DCLXVIM. Some, however, contend that the Romans were strangers to any higher number than 100,000. The want of ciphers obliged them to double, treble, and multiply

their numerical characters four-fold, according as they had occasion to make them express units, tens, hundreds, etc. For the sake of brevity they had recourse to another expedient: by drawing a small line over any of their numeral characters they made them stand for as many thousands as they contained units. Thus a small line over $\bar{\text{I}}$ made it 1000, and over $\bar{\text{X}}$ expressed 10,000, etc.

When the Romans wrote several units together in succession, the first and last were longer than the rest IIIII; thus *vir* after those six units signified *sex-vir*. D stood for 500, and the perpendicular line of this letter was sometimes separated from the body thus (IↃ,) without lessening its value. M, whether capital or uncial, expressed 1000. In the uncial form it sometimes assumed that of one of those figures, CIↃ, ↀ, ∞, ↀ. The cumbent X was also used to signify a similar number.

In ancient MSS. 4 is written IIII and not IV, 9 thus VIIII and not IX, etc. Instead of V five units, IIIII, were sometimes used in the eighth century. Half was expressed by an S at the end of the figures, CIIS was put 102½. This S sometimes appeared in the form of our 5.

In some old MSS. those numerical figures LXL are used to express 90. The Roman numeral letters were generally used both in England, France, Italy, and Germany, from the earliest times to the middle of the fifteenth century.

The ancient people of Spain made use of the Roman ciphers. The X with the top of the right-hand stroke in form of a semi-circle reckoned for 40; it merits the more particular notice as it has misled many of the learned. The Roman ciphers, however, were continued in use with the Spaniards until the fifteenth century. The Germans used the Roman ciphers for a long time, nearly in the same manner as the French.

The points after the Roman ciphers were exceedingly various, and never rightly fixed. It is not known when the ancient custom was first introduced of placing an O at top immediately after the Roman characters, as A° M° L° VI° etc.

NUMERAL LETTERS

	Roman	*Arabic*
Unus, a, um	I	1
Duo, ae, o	II	2
Tres, ia	III	3
Quatuor	IV [IIII]	4
Quinque	V	5
Sex	VI	6
Septem	VII	7
Octo	VIII	8
Novem	IX	9
Decem	X	10
Undecim	XI	11
Duodecim	XII	12
Tredecim	XIII	13
Quatuordecim	XIV	14
Quindecim	XV	15
Se(sex)decim	XVI	16
Septemdecim	XVII	17

	Roman	*Arabic*
Octodecim Duodeviginti	XVIII	18
Novemdecim Undeviginti	XIX	19
Viginti	XX	20
Triginta	XXX	30
Quadraginta	XL	40
Quinquaginta	L	50
Sexaginta	LX	60
Septuaginta	LXX	70
Octoginta	LXXX	80
Nonaginta	XC	90
Centum	C	100
Ducenti-ae-a	CC	200
Trecenti-ae-a	CCC	300
Quadringenti-ae-a	CCCC	400
Quingenti-ae-a	IↃ or D	500
Sexcenti-ae-a	DC	600
Septingenti-ae-a	DCC	700
Octingenti-ae-a	DCCC	800
Nongenti-ae-a	DCCCC or CM	900
Mille	M or CIↃ	1000
Duo millia Bis mille	MM	2000
Tria millia Ter mille	MMM	3000
Quatuor millia Quater mille	MMMM	4000
Quinque millia Quinquies mille	IↃↃ or $\overline{\text{V}}$	5000
Decem millia Decies mille	CCIↃↃ or $\overline{\text{X}}$	10,000
Quinquaginta millia Quinquaquies mille	IↃↃↃ or $\overline{\text{L}}$	50,000
Centum millia Centies mille	CCCIↃↃↃ or $\overline{\text{C}}$	100,000
Quingenta millia Quingenties mille	IↃↃↃↃ or $\overline{\text{D}}$	500,000
Decies centena millia	CCCCIↃↃↃↃ or $\overline{\text{M}}$	1,000,000

If the lesser number is placed before the greater, the lesser is to be deducted from the greater; thus IV signifies one less than 5, i.e., 4; IX, 9; XC, 90.

If the lesser number be placed after the greater, the lesser is to be added to the greater; thus VI signifies one more than 5, i.e., 6; XI, 11; CX, 110.

A horizontal stroke over a numeral denotes a thousand; thus $\overline{V}$ signifies five thousand; $\overline{L}$, fifty thousand; $\overline{M}$, a thousand times a thousand, or a million.

I, signifies *one*, because it is the smallest letter.

V, *five*, because it is sometimes used for U, the fifth vowel.

X, *ten*, because it represents two V'S.

L, *fifty*, from its resemblance to the lower half of C.

C, *a hundred*, centum.

IↃ or D, *five hundred*, the half of CIↃ.

M or CIↃ, *a thousand*, from *mille*. The latter figures joined at the top, ↀ, formed the ancient M.

CORRECT AND FAULTY DICTION

CORRECTNESS is the primary requisite of spoken or written discourse. Language must not be only understood, but it must convey all the meaning which the writer intends to express. As a guide to those who are bewildered by the many cases of divided usage, the following adaptation of certain canons, framed by Dr. Campbell over a century ago and used as a basis by every later writer on Rhetoric, are here given:

Canon I. — When, of two words or phrases in equally good use, one is susceptible of two significations and the other of but one, preference should be given to the latter: e.g., *admittance* is better than *admission*, as the latter word also means "confession"; *relative* is to be preferred to *relation*, as the latter also means the telling of a story.

Canon II. — In doubtful cases regard should be given to the analogy of the language: *might better* should be preferred to *had better*, and *would rather* is better than *had rather*.

Canon III. — The simpler and briefer form should be preferred, other things being equal:

e.g., omit the bracketed words in expressions such as, *open*[*up*], *meet* [*together*], *follow* [*after*], *examine* [*into*], *trace* [*out*], *bridge* [*over*], *crave* [*for*], etc.

Canon IV. — Between two forms of expression in equally good use, prefer the one which is more euphonious: e.g., *most beautiful* is better than *beautifullest*, and *more free* is to be preferred to *freer*.

Canon V. — In cases not covered by the four preceding canons, prefer that which conforms to the older usage: e.g., *begin* is better than *commence*.

Familiarity with the writings of those authors whose style is accepted as conforming to the standards of good usage is an essential to all those who seek accuracy in correct expression, and the following authors may be studied with this in mind: Addison, Matthew Arnold, Burke, DeQuincey, George Eliot, Emerson, Hawthorne, Holmes, Irving, Macaulay, John Stuart Mill, Newman, Poe, Ruskin, Stevenson, and Thackeray.

The various standard dictionaries may be consulted regarding words which are questionable when measured by good usage. The function of the dictionary is to record all words in general use, but a careful record is made as to the classes to which the various words belong. Good usage, for instance, does not recognize the word *vim*, yet it will be found in the Century Dictionary; but at

the end of the definition an entry [*Colloq.*] is placed, showing that it is authorized only by colloquial use.

The following list of words and phrases which are most commonly misused will be found useful. The correct words are added in brackets:

Accept, see **Except**

Admire, should not be used to express delight: e.g., *I should admire* [be delighted] *to go to California*

Admit, see **Confess**

ADVERBS: should usually be placed next to the words they modify. (See also **Infinitive**)

Affable, means "easy to speak to," and should not be used for *agreeable*

Affect, should not be confused with *effect*: e.g., *She was deeply affected by the news;* or *The news had a serious effect upon her;* or *The effect of the news was serious*

Aggravate, should not be used for *annoy* or *vex*. It means "to make worse": e.g., *His cold was aggravated by the exposure*

Ain't, is a contraction of *am not*. It is inelegant though grammatically correct to say, *I ain't*, but it is absolutely wrong to say, *He ain't*, etc.

All right, should never be written *alright*

Alternative, should not be used in speaking of one of more than two things

And, should not be placed before a relative pronoun in such a position as to interfere with the construction: e.g., *I acknowledge the receipt of your letter, (and) for which I send you my cordial thanks.* Omit the conjunction

Any place, should be written *anywhere*

Apparently, is used of what seems to be real, but may not be so; *evidently* of that which both seems and is real

Apt, means skilful and should not be used for *likely.* *He is apt to be here soon* should be *He is likely to be here soon; He is an apt pupil* is correct

ARTICLES: when superfluous, are misleading and should be omitted; but it is more frequently the case that necessary articles are omitted: e.g., *The army and navy* signifies a single organization. Insert *a* before *navy*

As, should not be used as a causal conjunction: e.g., *Do not expect me* (*as*) *I am too uncertain of my time.* The word *as* stands here as a contraction of *inasmuch.* Substitute a semicolon: e.g., *Do not expect me; I am too uncertain of my time.*

As . . . as, see **So . . . as**

At, is often incorrectly used for *in:* e.g., *They are living at* [in] *Florence*

At length, does not mean the same as *at last.* Say *At length he showed signs of relenting,* and *At last he relented*

Aught, is frequently confused with *naught.* It means "anything," whereas the symbol 0 means "nothing"

Avail, should be used with *of* only with some form of *be;* otherwise *to* is the proper word: e.g., *He called lustily, but of* [to] *no avail;* or *He called lustily, but* [*it was*] *of no avail*

Aware, is used in relation to things outside of ourselves; *conscious* in relation to sensations or things within ourselves

Awful, should not be used loosely. It means "inspiring with awe." To say *I had an awfully good time* is as ridiculous as it is meaningless

Badly, should not be used for *very much* or *a great deal.* The expression, *If you don't care to do a thing very badly, do it very badly,* shows the absurdity. Do not confuse the adjective with the adverb. *He looks badly* means "He makes a bad use of his eyes." *He looks bad* is correct

Bank on, a slang expression not recognized by good usage. Say *rely on* or *trust in*

Beg, should never be used without the word *leave*, when asking permission. In correspondence one often sees the expressions, *I beg to state, I beg to differ*. One should say, *I beg leave to state, I beg leave to differ*

Bring, see **Take**

But, is sometimes used as a preposition, and when so used takes the objective case: e.g., *The invitation included all but him* is correct

Can, denotes power, and should not be used for *may*, which denotes permission. The following sentence shows the correct use of both words: *He may do it if he can*

Cannot but, should not be used interchangeably with *can but*, as the two expressions differ in meaning: e.g., *I can but try* means "All I can do is to try"; *I cannot but try* means "I cannot help trying"

Can't seem, should not be used for *seem unable:* e.g., *I can't seem* [seem unable] *to find it*

CASE: the nominative is sometimes wrongly used for the objective case: e.g., *Let He* [Him] *who made thee answer that*

Childlike, means that belonging to the child; *childish*, means the weakness of the child

Come, see **Go**

Common, see **Mutual**

Confess, should not be used in the sense of *admit*, in cases in which no idea of confession enters

Conscious, see **Aware**

Continual, meaning "frequently repeated acts," should not be confused with *continuous* meaning "uninterrupted action": e.g., *Continual nagging spoils the disposition*, and *The continuous flowing of a stream*

Deadly, which means "that which inflicts death," should not be confused with *deathly*, which means "that which resembles death": e.g., *A deadly poison*, and *A deathly pallor*

Decided, means "strong," *decisive* means "final." *A decided opinion* does not mean the same as *a decisive opinion*

Definite, means "well-defined"; *definitive* means "final"

Demean, which signifies "to behave" oneself, should not be used for *degrade* or *debase*

Different, should never be followed by the word *than*. Say, *Different from*

Directly, should not be used for *as soon as:* e.g., *Directly* [as soon as] *he arrived*

Discover, is to find something which previously existed; *invent* is to produce something for the first time

Don't, is a contraction of *do not*. One may say, *I don't*, but not *He don't*. Say, *He doesn't*

Each other, should not be misused for *one another*. One may say, *The two cousins were devoted to each other;* or *Many suggestions were made, following one another in rapid succession*

Effect, see **Affect**

Egoists, are those who made the *ego* the basis of their philosophy; *egotists* are those who worship themselves

Either, should not be used to designate more than two persons or things. To designate one of three or more, say *Any one*

Enormity, describes deeds of unusual horror; *enormousness* describes things of unusual size

Enthuse (verb), is not recognized by good usage. *I became enthused* should be written *I became enthusiastic*

Every place, should be written *everywhere*

Excellent, should never be qualified as it is a superlative: e.g., *most excellent, very excellent*, and the like are impossible. (See also **Superlatives**)

Except (verb), signifies "to exclude": e.g., *Present company excepted.* As a preposition it means "with the exception." It should not be confused with *accept*, which signifies "to receive"

Exceptional, describes a case outside the operation of a rule; *exceptionable* is that which is open to criticism: e.g., *Exceptionable* conduct is that to which *exception* can be taken

Expect, should not be used as a synonym for *think* or *suppose*

Falseness (of a person) is the opposite of *truthfulness; falsity* (of a thing) is the opposite of *truth*

Fix, should not be used in the sense of *repair*. It means "to attach"

Former, should not be used to designate one of more than two persons or things. If reference is made to one of three or more, say *The first*

Gentleman, should only be used to designate a person of refinement, and never as a mere designation of sex. The use of the word *man* is never out of place

Gentleman friend, is an expression which should be avoided, owing to the use which has been made of it. Say *man friend* or *man friends*, or *gentleman of my acquaintance*

Go, should not be confused with *come:* e.g., *I will come* [go] *to you when you need me*

Got, is said to be the most misused word in the language. *I have got to go* should be *I am obliged to go. Have you got time?* should be *Have you time?* etc. The verb means "to secure," so it must be used only with this meaning: e.g., *I have got the contract*

Gotten, is an obsolete form. Say *got*

Guess, is loosely used for *suppose, expect*, or *intend*, but is avoided by the best writers

Hanged, see **Hung**

Hardly, should never be preceded by the negative: e.g., *That is not hardly enough.* Omit *not*

He, see **Him**

Healthful, means "health-giving," as applied to articles of food; *healthy* is the condition of the person

Her, is often misused for *she:* e.g., *It is her* [she]; *Such a woman as her* [she]

Him, is often misused for *he:* e.g., *It is him* [he]; *Let He* [Him] *who made thee answer that; A style that belongs to no other than he* [him]

Hoi polloi, should not be written *the hoi polloi. Hoi* is Greek for "the"

Honorable, should always be preceded by *the:* e.g., *The Honorable James Brown Smith*

How, should not be used for *what:* e.g., *How* [what] *did you say?*

Hung, should be distinguished from *hanged:* e.g., *The man was hanged*, but *The flag was hung across the street*

I, see **Me**

If, should never be used in the sense of *whether* or *that:* e.g., *He is not sure if he remembers* should be *He is not sure whether* [or *that*] *he remembers*

In, should not be used for *into*, when motion is implied: e.g., *He stepped in* [into] *the boat.* See also **At**

INFINITIVE: the verb should never be separated from *to*, the sign of the infinitive word, by an adverb: e.g., *It is not possible for me to absolutely promise* should be *to promise absolutely*

-ING: when using verbal nouns ending in *-ing* be careful to distinguish them from participles having the same ending. A verbal noun must never be preceded by an adverb: e.g., *That proved of as little use as his afterward trying to explain his presence there* should be *as his trying afterward to explain*

Inside of, is a vulgarism when used in the sense of *within:* e.g., *The snow will be gone inside of* [within] *a week*

Invent, see **Discover**

Kind, is singular. The common expression *those kind* is absolutely wrong. Say *this kind* or *these kinds*, *that kind* or *those kinds*

Kind of, should not be followed by the article *a* or *an*. Say *What kind of man is he?* not *What kind of a man is he?*

Lady, see **Gentleman**

Lady friend, see **Gentleman friend**

Last, should not be used for *latest.* "Have you read my last book?" asked the author. "I hope so," was the frank reply

Latter, signifies one of two persons or things. In making reference to one of three or more, say *The last*

Lay, should not be confused with *lie.* Hens *lay*, men *lie*

Less, is a vulgarism when used for *fewer*: e.g., *There were less* [fewer] *accidents in football this season*

Liable, should not be used for *likely:* e.g., *It is liable* [likely] *to rain today.* Its proper sense is shown in the sentence, *He is liable to arrest*

Like, is a vulgarism when used for *as* or *as if:* e.g., *I wish I could sing like* [as] *you do.* See also **Love**

Likely, means "any probability"; *liable* means an "unpleasant probability"

Loan, is not in accord with good usage when used as a verb: Say, *He lent me a dollar*, and *The loan was of real assistance*

Locate, is a vulgarism when used for *settle.* Say, *He settled in Boston*, and *He located his business in Cambridge*

Love, describes that which appeals to our affections; *like*, that which appeals to our taste, appetite or fancy

Luxuriant, means "superabundant"; *luxurious* means "consequent upon luxury"

Mad, means "insane," and is not a synonym for *angry*

Man, see **Gentleman**

May, see **Can**

Me, is often wrongly used for *I:* e.g., *Between you and I* [me]; *It is me* [I]; *You know as well as me* [I]

Means, may be either singular or plural. Say, *No other means was at hand*, or *Various means were suggested*

Most, should not be used for *almost*

Must, should not be used for *had to* or *was obliged:* e.g., *The hour arrived when he must* [had to] *decide.* In its proper use it refers to the present or future: e.g., *The hour will arrive when he must decide*

Mutual, should not be used in the sense of "shared in common," as it means "reciprocal." It can refer to but two persons or things. *Mutual* friendship is that which exists between two friends; *common* friendship that which is shared by two friends for a third

Negligence, implies failure to conform to an established custom; *neglect* means "a failure to act"

Neither, signifies one of two. In designating one of three or more, say *No one*

News, is singular in construction

Nice, should not be used loosely; as, *She was nice to us.* It means keenness in discrimination; as, *It was a fine point, nicely considered.* The incorrect use of this word is an Americanism especially offensive to the English. Oscar Wilde, when in America, remarked, "I think *nice* is a nasty word," to which his hearer retorted, "I don't think *nasty* is a nice word"

No place, should be written *nowhere*

Nor, see **Or**

Not . . . but, forms a double negative: e.g., *I have not asked you but once* should be *I have asked you but once*

Notorious, is not a synonym for *celebrated* or *famous.* It means "of bad repute"

Nowhere near, is a vulgarism for *not nearly*

NUMBER: pronouns are often used which differ in number from their antecedents: e.g., *Nobody should feel that their* [his] *interests have been neglected; Each of the ladies, like two excellent actresses, were* [was] *perfect in their* [her] *parts* [part]. Singular nouns are sometimes used with plural verbs, or the reverse: e.g., *None but the brave deserve* [deserves] *the fair; There's* [there are] *the boys*

Of, is sometimes wrongly used for *have:* e.g., *I shouldn't of* [have] *come if I had known*

Or, should not be used with *neither.* Use *nor*

Ought, should never be combined with *had:* e.g., *You hadn't ought to do that* should be *You ought not to do that*

Out loud, should never be used for *aloud*

Partake of, should not be used in the sense of *eat.* It means "to share with others"

Party, should not be used for *person*

Per, should not be used with English words. Say *One dollar a year*, or *One dollar per annum*

Perception, means the inlet of all the materials of knowledge; *apperception* means the knowledge that one possesses these materials. A man with *perception* knows; a man with *apperception* knows that he knows

PLURALS: of foreign words should be carefully ascertained: e.g., *cherubim* is the plural of *cherub*; *memoranda*, of *memorandum; data*, of *datum; donne*, of *donna; strata*, of *stratum; addenda*, of *addendum; rubaiyat*, of *rubai.* Do not say, *A memoranda*

Pretty, should not be used in a modifying sense, nor as a synonym for *very:* e.g., *It is not as good as yours, but it is pretty* [fairly] *good; I didn't hit it, but I came pretty* [very] *close*

Propose, meaning "to offer," should not be confused with *purpose*, meaning "to intend." Say, *He proposed an amendment*, and *I have told you what I purpose*

Quite, should not be used in a modifying sense as if meaning "rather." *It is not what I expected, but it is quite good* is wrong. The word means "wholly": e.g., *Not quite* = not wholly; *quite satisfactory* = wholly satisfactory

Raise, should not be used as a noun

Rarely ever, is a vulgarism for *rarely* or *hardly ever*

Reference, should be used with *with* rather than *in.* Say, *With reference to* rather than *In reference to*

Regard, see **Reference**

Respect, see **Reference**

Reverend, should always be preceded by *the:* e.g., *The Reverend James Brown Smith*

Same, should not be used as a pronoun: e.g., *Your letter received, and in reply* [*to same*] *would say.* Omit bracketed words

Same as, should not be used for *just as* or *in the same way:* e.g., *Treat him the same* [just] *as you would wish to be treated*

Scarcely, see **Hardly**

Seldom ever, see **Rarely ever**

Sensible of, means "having perception"; *sensitive to* means "affected by"

Set, should not be confused with *sit. To set* means "to cause to sit": e.g., *The bird sits upon the tree*, and *The waiter set two chairs for us*

Sewage, means the contents of sewers; *sewerage* means the system

Shall, signifies simple expectancy in the first person, and *will* represents determination. This reverses with the second and third persons: e.g., EXPECTANCY, I shall (should), thou wilt (wouldst), he will (would), we shall (should), you will (would), they will (would). DETERMINATION, I will (would), thou shalt (shouldst), he shall (should), we will (would), you shall (should), they shall (should). This time-honored illustration of the misuse of these words is easily remembered: *I will drown, nobody shall save me.* In interrogative sentences, the forms of the future are the same as in a declarative sentence, and their proper use may be easily remembered by noting that the same auxiliary is used as is expected in the reply: e.g., *Shall you go?* suggests merely future action, anticipating the reply, *I shall* or *I shall not; Will you go?* shows that the speaker expects a reply of determination, *I will* or *I will not*

She, see **Her**

Should, ought not to be used for *to:* e.g., *I want you should* [to] *do this.* (See also **Want.**) As between *should* and *would*, see **Shall.** The same usage obtains, except that sometimes *should* is used in the sense of *ought:* e.g., *He should be here now;* and *would* sometimes signifies habitual action: e.g., *Whenever the name was mentioned he would speak slightingly of him*

Show, should not be used for *play:* e.g., *I went to a show last evening;* nor in the sense of *chance:* e.g., *He has an excellent show of winning*

Show up, is a vulgarism when used for *expose*

Since, should not be used for *ago.* Say, *How long ago* rather than *How long since*

Size up, is a vulgarism when used for *estimate*

So, should be used sparingly to modify an adjective: e.g., *I feel so unhappy.* It should not be used for *so that:* e.g., *I wrote him so* [that] *he understood*

So . . . as, is required, rather than the correlatives *as . . . as* in negative statements: e.g., *James is not as* [so] *clever as John*

Some, should not be used for *somewhat:* e.g., *The patient is some*[what] *better*

Some place, should be written *somewhere*

Sort, see **Kind**

Sort of, should not be used for *rather:* e.g., *I feel sort of tired* is incorrect. See also **Kind of**

Splendid, should not be used for *fine* or *skilful.* It implies "splendor"

Start, should not be used for begin*:* e.g., *He started* [began] *to speak*

Stop, should not be used for *stay:* e.g., *I am stopping* [staying] *with my uncle while in San Francisco*

Take, is superfluous in connection with other verbs: e.g., *Suppose we* [*take and*] *use the drawings we have.* It should not be confused with *bring:* e.g., *I will bring* [take] *it home with me; I will take* [bring] *the book to you tomorrow*

Take stock in, is a slang expression not recognized by good usage. Say *rely on* or *trust in*

TENSE: errors are often made by neglecting the principle that the time of the recorded action in the subordinate portion of a sentence is relative to the time of the principal clause. The tense of the dependent verb, therefore, is determined by its relation to the verb on which it depends: e.g., *I meant to have done it* should be *I meant to do it; He expected to have told him* should be *He expected to tell him.* A common mistake is made in replying to formal invitations: e.g., *Mr. Robert Gorham regrets that a previous engagement will prevent* [prevents] *him from accepting; Mr. Gorham will be* [is] *happy to accept*

That, see **Which**

Them, is often misused for *they:* e.g., *It is them* [they]

They, see **Them**

This, should not be used as an adverb. Say, *Thus much is clear* rather than *This much is clear,* and *Having said thus much* [or *as much as this*] . . . rather than *Having said this much* . . .

Through, should not be used for *finished.* Say, *He has finished speaking* rather than *He is through speaking*

Too, alone should not modify a past participle: e.g., *He was too* [much] *excited to reply*

Treat, should be followed by *of* rather than *on:* e.g., *This volume treats of conditions in China*

Try, should be followed by *to* rather than *and:* e.g., *I will try and* [to] *get the information you desire*

Ugly, should not be used in the sense of *vicious* or *malicious.* It means "repulsive to the eye." A color may be *ugly,* but an ill-tempered dog is *vicious*

VERBS: should not be omitted: e.g., *He could do it if he wished to* [do it]

Very, should be used sparingly. Foreigners say that America is a country of superlatives, — if anything is good, it is *very* good, and if bad, it is *very* bad. Too

much emphasis weakens conversation or writing and defeats its object

Visitor, is a human caller; *visitant*, a supernatural one

Vocation, means "calling" or "profession"; *avocation*, means an interest outside one's profession

Want, should not be used in the sense of *wish:* e.g., *I want it* really means "I feel the want of it," or "*I* lack it." An example of the correct use of both words is, *China wishes the coöperation of the United States, — a coöperation which is at present wanting*

Way, should not be used for *away*

What, is often misused for *that:* e.g., *He has no doubt but what* [that] *he will succeed*

Whence, means "from where." Do not say *from whence*

Which, should not be used with a clause as its antecedent: e.g., *He replied hotly, which was a mistake* should be *He replied hotly; this was a mistake.* Do not use *which* (a neuter pronoun) to represent a masculine or feminine noun. Say *whom.* Between *which* and *that*, let euphony decide

Who, is often misused for *whom* or *whose:* e.g., *Who* [whom] *did you wish to see? Washington, than whom* [whose] *no greater name is recorded in American history.* Impersonal objects should be referred to by *which* rather than *who*

Whom, see **Who** and **Which**

Will, see **Shall**

Woman, see **Gentleman**

Womanly, means "belonging to woman as woman"; *womanish* means "effeminate"

Would, see **Should**

LETTER WRITING

ALTHOUGH it is quite improbable that there will ever be a return to the painstaking, literary art of letter writing, of which we have so many admirable examples in the past, the value of the art as a medium of expressing personality must always be recognized. The force of business competition has introduced short-cuts in business correspondence which are regrettable from a literary standpoint; the universal use of the typewriter has altered conditions; the multiplicity of social demands makes impossible the leisurely written and carefully considered letters between friends which used to be a valued expression of friendship itself. These changes in conditions have been inevitable, but they do not explain the carelessness and the evidences of ignorance of even simple rules of expression and arrangement which are too frequently apparent in the letters even of those whose position in life demands more, in this respect, than they seem able or willing to give. For this reason the present writer does not hesitate to resort to elementary outlines in making clear the basis upon which the art of letter writing rests.

THE HEADING

I. Business. — 1. The stationery of a business house invariably contains in its printed heading the name of the house and the location of the business, with a space for filling in the date. The arrangement, therefore, is arbitrarily and usually correctly fixed. The name of the city or town, with street address, if required, comes first, occupying one or two lines, followed by the date, always at the right, either in the same line or in a line by itself: e.g.,

BOSTON, 12 March, 1912
or
189 State St., Boston
12 March, 1912

2. If there is no punctuation at the ends of the printed lines, there should be no point used after the date.

3. The number of the day should not be followed by *st, nd, rd, d,* or *th:* e.g., *12 March,* not *12th March.*

II. Informal. — 1. There is considerable latitude in the heading in informal or friendly letters. The address of the writer may be placed at the beginning or the end of the letter, or omitted altogether if well-known to the addressee.

2. The date may be at the beginning or the end, but should never be omitted.

III. Formal. — 1. In formal letters the place and date should be written at the end, on the left.

THE ADDRESS

I. Business. — 1. The name and address of the addressee should be placed at the beginning of every business letter, on the left, immediately preceding the salutation. It should be in two or three lines, the indention being either blocked [1] or *en échelon* [1]: e.g.,

Messrs. Smith, Robinson & Co.
713 Chestnut Street
Philadelphia, Pa. (*blocked*) *or*

Messrs. Smith, Robinson & Co. (*en échelon*) *or*
Philadelphia, Pa.

Messrs. Smith, Robinson & Co.
713 Chestnut Street (*en échelon*)
Philadelphia, Pa.

II. Informal. — 1. The same latitude is allowed here as in the matter of the date. It is customary, however, to omit the address in informal or friendly correspondence.

III. Formal. — 1. The address is always placed at the end in formal letters, on the left, below the place and date. Its arrangement may be blocked [2] or *en échelon*,[2] but this should be the same arrangement as that adopted for the place and the address.

2. In making reply to formal invitations, the address of the addressee is omitted.

THE SALUTATION

I. Business. — 1. The salutation should be so written as to line with the first line of the address, on the left.

[1] *See page 56.* [2] See page 56.

2. Ordinarily it should occupy a line by itself, but when the address requires three lines, the salutation may be made a part of the body of the letter, being followed by a colon and a dash: e.g., *Gentlemen:* —

3. When the salutation is in a line by itself it calls for a comma if the letter is informal, and for a colon if it is formal.

4. The proper form of the salutation is *Gentlemen*, *Dear Sir*(*s*), *My dear Sir* (if the letter is signed by an individual name), *Dear Madam* or *My dear Madam* (to a married or single woman), *Ladies*.

5. The proper capitalization is here shown.

II. Informal. — 1. The salutation *Dear Sir* is less formal than *My dear Sir*, although in England the opposite opinion prevails.

2. The capitalization is the same as in business letters; i.e., the first word and the word which stands in place of the person's name are capitalized: e.g., *My own dear Sister*, *My dear Aunt Mary*, or *Dear John*, *My dear Friend*.

3. In an informal letter the comma is usually used after the salutation.

4. Do not use abbreviations in the salutation: e.g., write *Dear Doctor Smith*, not *Dear Dr. Smith*.

5. Do not omit the salutatory phrase: *Friend James*, or *Mr. James Smith* is too abrupt.

III. Formal. — 1. A letter to the President of the United States or to King George

should have the salutation *Sir;* to the Pope, *Your Holiness;* to the Vice-President, *Mr. Vice-President, Sir;* to a duke, *My Lord Duke;* to a baron, *My Lord;* to a cardinal, *Your Eminence;* to an archbishop in England, *My Lord Archbishop,* in the United States, *The Most Reverend* ——, *Sir;* to a bishop in England, *My Lord Bishop,* in the United States, *Most Reverend Sir;* to a dean or to an archdeacon, *Reverend Sir;* to a senator, congressman, mayor, or judge, *Sir* or *Dear Sir;* to an ambassador, *To the* —— *Ambassador, Sir.*

2. A colon should follow the salutation in formal letters.

THE TEXT OF THE LETTER

I. Business.[1] — 1. The idea that curtness and brevity are essential characteristics of a business letter exists now only in the minds of the inexperienced, the ignorant, or the careless. One still finds stock phrases and omitted articles to a surprising extent, — so much so that a well-written business letter carries with it more weight because of the contrast which it offers. The writers of the best business letters today lose no time in getting to the point, but they extend to their correspondent the courtesy of correct diction. Arrangement, punctuation, spelling, and grammar reflect favorably or otherwise upon the reputation of the house.

[1] See example 1 on page 126.

2. Avoid such monotonous expressions as the following: (*a*) *Yours, your favor, your esteemed favor;* write *letter.* (*b*) *12th inst., 12th, recent date;* write *12 March.* (*c*) *I will say, I would say, I can say;* write *Allow me to say,* or omit it altogether. (*d*) *In reply would say;* write *In reply I would say,* or *In reply allow me to say.* (*e*) *Same, the same;* write *it* or *they.* (*f*) *Please find enclosed;* write *I enclose.* (*g*) *Hoping to hear soon, thanking you in advance, awaiting your response, and oblige* have all become hackneyed. Omit them unless bearing specifically upon the text of the letter.

3. Do not omit *I* or *We* in such expressions as, *Beg*[1] *to acknowledge, Have been awaiting your advice.*

4. Do not use the first person singular when the letter is signed by the firm name.

5. Do not say *the writer* in one portion of the letter and *I* in another.

6. In arrangement, the first line of the text should begin on the line below the salutation, indented about one inch, and each paragraph should be similarly indented.[2] Another style, particularly useful when the letter covers several distinct subjects, is to use the reverse indention, with subheads in capitals at the extreme left.[3]

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[1] This should be *Beg leave to acknowledge.*

[2] See example 1 on page 126.

[3] See example 2 on page 126.

II. Informal.[1] — 1. However informal or friendly, a letter should tell what it has to say in a straightforward, coherent manner. Apologies for delay in writing, or for anything else except illness, absence from town, or other cause which demands explanation, are wasteful of paper, ink, and the time of two persons.

2. A general fault in informal letters is the paragraphing and punctuation. The writer should remember that he is trying to express to another mental ideas which have no opportunity to become crystallized by the sound of the voice. He should take especial pains to assist his correspondent in assimilating the thoughts which he expresses, by not running different topics together, and by separating phrases and sentences with their proper marks.

III. Formal. — 1. The expedient of writing in the third person is adopted in formal social correspondence.[2] Notes of this kind should have no heading, address, complimentary close, or signature. The date alone, omitting the year, is used, being placed at the end on the left. No abbreviations other than *Mr.*, *Mrs.*, *Messrs.*, and *Dr.* should be used. The date should be spelled out in full.

2. Notes written to tradespeople[3] convey-

[1] See example 3 on page 127.
[2] See example 4 on page 127.
[3] See example 5 on page 128.

ing orders or instructions are also frequently written in the third person. In this case, however, the address is always given at the end on the left, and the date, using figures, is also employed. There is no signature.

THE COMPLIMENTARY CLOSE

I. Business. — 1. The accepted forms of complimentary closes of business letters are *Yours truly*, and *Yours very truly*. The forms *Respectfully yours*, *Your obedient servant*, and *Faithfully yours* are now regarded as too obsequious.

2. The complimentary close should begin in the middle of a line by itself, below the concluding words of the text.

3. The first word alone should be capitalized.

4. A comma should be placed at end of the line.

5. Do not abbreviate any of the words in the complimentary close. Avoid such contractions as *Y'rs* for *Yours*.

6. Expressions used to introduce the complimentary close, such as *With kind regards*, *I am*, *Believe me*, *Good-bye*, etc., should be treated as part of the concluding line of the text only when closely related to the final sentence; otherwise they occupy a separate line.

II. Informal. — 1. The nature of the complimentary close of informal or friendly

letters depends upon the degree of intimacy which exists between the correspondents. The usual forms are, *Yours sincerely*, or *Yours very truly*, but they may properly be used as expressions of affection, as *Your devoted husband*, or *Your loving daughter.*

III. Formal. — 1. There is no complimentary close to formal notes written in the third person.

2. The complimentary closes to formal letters addressed to persons in high positions are as follows: to the President of the United States, *I have the honor to be, Sir, your most obedient servant;* to King George, *I have the honor to be, Sir, Your Majesty's most obedient servant.* This form is modified as the rank of the person addressed becomes less important. To a congressman, for instance, one would say no more than, *I have the honor to be.*

THE SIGNATURE

1. The signature should be written on a line by itself, a little to the right of the complimentary close.

2. Women should always sign their full names or indicate in brackets how they should be addressed. Any one of the following forms is proper:

a. (Miss) M. L. Brown
b. (Mrs.) Ellen M. Brown
c. Ellen M. Brown
(Mrs. J. H. Brown)

3. In letters to all except the family or intimate friends the Christian name and the surname should be signed in full.

THE ENVELOPE

1. The arrangement of the address upon the envelope is largely a matter of taste. It usually occupies three or four lines, written *en échelon*,[1] but some writers prefer the blocked[2] formation.

2. In business letters the word street and the name of the state may be abbreviated, but in formal and informal letters it is better form to spell out in full.

3. Legibility is even more essential in the address than in the letter itself.

4. It is good form to write the street and number or the postoffice box in the lower left-hand corner.

5. The abbreviations *No.* and # before the figures in the street address should be omitted.

6. *In care of* should be written out in full.

7. The stamp should always be placed in the upper right-hand corner, as a convenience to the postoffice officials. Care should be taken to affix the stamp neatly, as carelessness in this respect reflects upon the sender.

8. Punctuation may be omitted at the ends of the lines; otherwise use a comma, except at the end of the last line.

[1] See page 56.

[2] See page 56.

9. The title *Esq.* is more complimentary than *Mr.*, and the former should always be used when addressing men holding a college degree or of social standing. In formal social addresses *Mr.* (or *Dr.*, etc.) is always used.

10. In addressing envelopes to persons in high positions the following forms should be used: To the President of the United States, *The President, Executive Mansion, Washington, D. C.*; to King George, *His Majesty, the King, London* (omit *England*, as this is considered a provincialism); to the Pope, *His Holiness, Pope Pius X., Rome* (omit *Italy*); to a member of the Cabinet, *To the Honorable the Secretary of State;* to a duke, *His Grace, the Duke of* ——; to a baron, *The Right Honorable, the Lord* ——; to a cardinal, *To His Eminence, William Cardinal O'Connell;* to an archbishop in England, *The Most Reverend* —— *His Grace the Lord Archbishop of* ——; to a bishop in England, *The Right Reverend the Lord Bishop of* ——, in the United States, *The Right Reverend* (Christian and surname), adding honorary titles; to a dean in England, *The Very Reverend the Dean of* ——; to an archdeacon in England, *The Venerable the Archdeacon* (surname); to a senator, congressman, mayor, or judge, *Honorable* (Christian and surname); to a governor, *His Excellency, the Governor of* ——; to an ambassador, *His Excellency the British Ambassador.*

POSTAL CARDS

1. Postal cards have become much more common during the past few years, the pictorial variety being particularly popular. The prejudice against their use has largely disappeared.

2. Postal cards do not require salutation or complimentary close.

IN GENERAL

1. Use black ink and never use a pencil, even in friendly letters, except in an emergency.

2. Do not practise economy of paper by writing in the margin.

3. Fold the letter so that when taken from the envelope it will open right-side up.

4. Never omit the date from any note or letter, however unimportant.

5. In brief letters the first and fourth or first and third pages may be written upon, leaving the others blank.

6. Avoid postscripts except in an emergency.

7. Unruled paper should be used for all correspondence.

8. Typewritten letters are permissible only in business correspondence, and even in these the signature should be written by hand.

9. Any evidence of haste is a discourtesy. Never sign a letter, *Yours in haste.*

10. Underscoring is permissible only in informal letters and should be used sparingly.

EXAMPLES OF CORRECT LETTER WRITING

1. Business Letter I

NORWOOD, MASS.,
12 March, 1912

MESSRS. FREDERICK A. STOKES CO.
443 Fourth Ave.,
New York, N.Y.

GENTLEMEN:

Your letter of 11 March is at hand, and we acknowledge receipt of the MS. of "The Writer's Desk Book," together with your detailed instructions. The MS. shall be put into type without delay, and galley proofs shall be sent to the author in accord with your advice. We expect to complete the typesetting within two weeks' time.

Thanking you for the order, we are

Yours very truly
THE PLIMPTON PRESS

2. Business Letter II (reverse indention)

443 FOURTH AVE., NEW YORK, N. Y.
25 March, 1912

THE PLIMPTON PRESS
NORWOOD, MASS.

GENTLEMEN:

We beg leave to take up with you the various details of manufacture relating to the various books in your hands, as follows:

WRITER'S DESK BOOK: In addition to the proofs which you are now sending to the author, please send two additional sets of galley and page proof to us.

MEISSONIER: The sample page which you submit is accepted. We shall require two sets of page proof only.

MAXIMS OF METHUSELAH: Please print an edition of 5000 copies, using paper which you have in stock for us.

Yours very truly
FREDERICK A. STOKES CO.

3. Informal or Friendly Letter

Nice,
August 28, 1857

My dear Enthusiast,

Again I request your kind offices by the enclosed note, in giving it or forwarding it to my brother. Charles and I have been much gratified in reading aloud — he reading to me while I work — the life of Shakespeare by Thomas Campbell. It is put together in a most pleasant spirit, which all the biographies are not. But a poet is sure to write well on a poet. Everything that Coleridge, for instance, says of our Idol is in charming taste; and also Barry Cornwall's Memoir and Essay on Shakespeare and his Writings has the same delightful poetic charm. After reading the heap of inappreciative discussions on the subject, it is truly refreshing to go through the dissertations of such authors as these upon our poet of poets. They can best feel his merits, and can therefore most veneratingly and modestly treat the theme of his genius and greatness.

With united kindest regards from Charles and myself to you and Mrs. Balmanno, believe me to be

Gratefully,
Mary Cowden Clarke

Robert Balmanno, Esq.
New York, N. Y.

4. Formal Social Notes

Mr. and Mrs. Charles Winslow
request the pleasure of Mr. James
Gorham's company at dinner on
Thursday evening, January the
twelfth, at half after seven o'clock.
487 Beacon Street
January the fourth[1]

[1] While this form is commonly used, it is not grammatically correct. One may say George the Fourth, because three Georges have preceded him. Strictly speaking, one should write *The fourth of January.*

Mr. James Gorham regrets that an engagement previously made prevents[1] him from accepting the kind invitation of Mr. and Mrs. Winslow for dinner on Thursday evening, January the twelfth.

289 Commonwealth Avenue
January the fifth

5. FORMAL NOTE TO TRADESMAN

Mrs. Gorham desires Messrs. Smith & Robinson to send for her examination the electric ironing apparatus advertised in this morning's "Herald."

312 Sigourney Street
12 January, 1912

(*A note of this kind should always have the address.*)

[1] See under *Tense* on page 112.

POSTAL REGULATIONS

CLASSES OF MAIL

DOMESTIC matter is divided into four classes, governed as follows:

First Class embraces letters, postal cards, post cards, all matter wholly or partly in writing or sealed against inspection. Rate, 2 cents for each ounce and fraction. Limit of weight, 4 pounds.

Second Class applies to newspapers and periodicals in their entirety bearing the printed statement "Entered at the post-office as second-class matter," etc., when they are mailed by the public. Parts of publications are third-class matter. Additions may be made on the wrapper or the matter itself; there may be written or printed the name and address of the sender, preceded by the word "from"; the name and address of the person to whom sent; the words "sample copy" or "marked copy," or both, as the case may be. On the matter itself the sender may place all that is permitted on the wrapper; correct typographical errors in the text; designate by marks, not by words,

a word or passage in the text to which it is desired to call attention. Other writing will subject the package to the first-class rate.

Rate 1 cent for each 4 ounces or fraction. Full prepayment required. No limit of weight.

Third Class includes unsealed books, newspapers and periodicals not admitted to the second class, circulars, miscellaneous printed matter on paper not having the nature of personal correspondence, and proof sheets, corrected proof sheets, and manuscript copy accompanying the same, engravings, lithographs, seeds, scions, cuttings, bulbs, roots, and plants. Also facsimile copies made by a mechanical process such as the printing press, electric pen, mimeograph, hektograph, copygraph, etc., provided that they are mailed at the post-office window in the minimum number of twenty identical copies separately addressed. If mailed elsewhere or in less number, first-class postage is required.

A circular may have in writing therein the name of the addressee or sender or date.

Corrections in proof sheets include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors. They include also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that be necessary for

correction. Corrections must be upon the margin of or attached to the proof sheets. Manuscript of one article cannot be inclosed with proof or corrected proof sheets of another except at the first-class rate. Written designation of contents, such as "book," "printed matter," "photo," is permissible upon the wrapper of mail matter of the third class.

A single card bearing the written name and address of the sender, or an envelope bearing a written or printed name and address of the sender, may be inclosed with a circular, catalogue, or other third-class matter without affecting the classification thereof. Public library books, otherwise mailable at the third-class rate, may bear any printed or written mark which may reasonably be construed as a necessary *inscription* for the purpose of a permanent library record.

Rate 1 cent each 2 ounces or fraction. Limit of weight, 4 pounds, except single books. Postage must be fully prepaid and great care exercised not to add any written words or figures except such as are permissible.

Fourth Class includes unsealed packages of merchandise and all matter not embraced in the first, second, or third class, and which from its nature will not destroy the mails or injure the persons handling it. Permissible written additions are: name of sender and address and occupation, but only when pre-

ceded by the word "from" and any marks, names, numbers, or letters for the purpose of description. Sealed packages and other written additions render it liable to first-class postage.

Rate 1 cent an ounce or fraction thereof. Must be fully prepaid. Limit of weight, 4 pounds.

WRAPPING OF MAIL MATTER

All mail matter should be so wrapped as safely to bear transmission without breaking, or injuring mail bags or the contents of mail bags or the persons of those handling them. Second, third, and fourth class matter must be so wrapped or enveloped that the contents may be examined easily by postal officials. When not so wrapped, or when bearing or containing writing not authorized by law, the matter will be treated as of the first class.

FORWARDING MAIL MATTER

Matter of the first class may be forwarded until it reaches the addressee. All other classes require prepayment of the original postage before forwarding.

WHAT CANNOT BE MAILED

All transient second-class matter and all matter of the third or fourth class not wholly

prepaid, and letters and other first-class matter not prepaid are full rate — 2 cents.

All matter weighing over 4 pounds, except second-class matter, single books, and documents printed and circulated by authority of Congress.

Postal, post, or other cards mailed without wrappers and all matter bearing upon the outside cover or wrapper any delineations, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory or threatening character, or calculated by the terms of manner or style of display, and obviously intended to reflect injuriously upon the character or conduct of another.

Post cards bearing particles of glass, metal, mica, sand, tinsel, etc., are unmailable.

All matter concerning any lottery, so-called gift concert, or other enterprise of chance, or concerning schemes devised for the purpose of obtaining money or property under false pretenses.

CONCEALED MATTER

For knowingly concealing or inclosing any matter of a higher class in that of a lower class, and depositing or causing the same to be deposited for conveyance by mail at a less rate than would be charged for both such higher and lower class, the offender will be liable for every such offense to a fine of $10.

DOMESTIC RATES

The domestic rates apply to the United States, Porto Rico, Guam, Philippine Islands, Shanghai (China), Tutuila, Cuba, Canada,[1] Mexico,[1] Hawaii, Republic of Panama and the Panama Canal Zone.

FOREIGN RATES

Mail matter addressed to countries in the Universal Postal Union is subject to the following rates: Letters and sealed packages, 5 cents for one ounce or fraction thereof, and 3 cents for each additional ounce or fraction thereof, if prepaid, and double that rate if not prepaid, except Great Britain, and Germany (if sent by steamers sailing for Germany direct), which is 2 cents per ounce.

Postal and private mail cards, 2 cents each.

Printed matter of every kind, commercial papers, samples of merchandise, 1 cent each 2 ounces or fraction thereof, but at least 5 cents must be paid on each packet of commercial papers and 2 cents on each packet of samples of merchandise.

Mail schedules showing the name of steamer, hour of closing of the mail at the General Post-Office, etc., may be found in the corridors of the General Post-Office or any of its stations.

[1] See exceptions which follow.

Exceptions for Cuba, Mexico, Canada, and Republic of Panama

Matter mailed in United States addressed to MEXICO is subject to the same postage rates and conditions as that addressed in the United States, except that articles of miscellaneous merchandise (fourth-class matter) in unsealed packages not sent as bona fide trade samples are required to be sent by "Parcels Post," and that the following articles are absolutely excluded from the mails:

All sealed packages other than letters in the usual form; all packages (including packages of second-class matter which weigh more than 4 pounds 6 ounces), except such as are sent by parcels post; publications which violate any copyright law of Mexico.

Samples of merchandise: Packages not in excess of 4 ounces, 2 cents. Packages in excess of 4 ounces, for each 2 ounces or fraction thereof, 1 cent. Limit of weight, 12 ounces.

Mail matter in United States addressed to CANADA and CUBA is subject to same postage rates and conditions as addressed for delivery in United States, except that the following articles are absolutely excluded from the mails:

All packages closed against inspection and not in usual form of a letter; all packages, except single volumes of printed books,

which weigh more than 4 pounds 6 ounces; publications which violate any copyright law of Canada, Cuba, or Republic of Panama.

Unsealed packages of "commercial papers" are admitted to the mails dispatched from this country to Mexico and Canada at the same rate and subject to the same conditions as to weight and dimensions as apply to commercial papers in mails dispatched to other countries of Universal Postal Union.

FOREIGN PARCELS POST

Parcels Post conventions are in effect with the following countries, the rate of postage being 12 cents a pound or fraction: Australia,[1] Austria,[1] Bahamas, Barbadoes,[1] Belgium,[1] Bermuda, Bolivia, British Guiana, British Honduras, Chili, certain places in China; Costa Rica, Denmark.[1] Dutch Guiana — *Parcels cannot be registered.* Ecuador — *Parcels must not exceed $50 in value.* France — *Parcels cannot be registered and must not weigh over 4 pounds 6 ounces or exceed $50 in value.* Germany. Great Britain and Ireland — *Parcels cannot be registered.* Guatemala, Honduras, Hongkong,[1] Hungary,[1] Jamaica, Japan.[1] Mexico — *Limit of size, 2 feet in length, 4 feet in girth.* Netherlands [1] — *Parcels cannot be registered.* Newfoundland, New Zealand, Nicaragua, Norway,[1] Peru, Salvador, Sweden,[1] Trinidad.

[1] Parcels not to exceed $8.90 in value.

Uruguay — *Parcels cannot be registered.* Venezuela, Windward Islands.

Parcels Post packages may be mailed only at the main post-office or at branch carrier stations after each package has been examined and is attached to a parcels post declaration.

MONEY ORDER FEES

Fees for money orders payable in the United States (which includes Hawaii and Porto Rico) and its possessions comprising the Canal Zone (Isthmus of Panama), Guam, the Philippines, and Tutuila, Samoa; also for orders payable in Bahamas, Bermuda, British Guiana, British Honduras, Canada, Cuba, Newfoundland, at the United States postal agency at Shanghai (China), and in certain islands in the West Indies:

Not exceeding $2.50 ..... 3c	Over $30 to $40 ..... 15c
Over $2.50 to $5 ..... 5c	Over $40 to $50 ..... 18c
Over $5 to $10 ..... 8c	Over $50 to $60 ..... 20c
Over $10 to $20 ..... 10c	Over $60 to $75 ..... 25c
Over $20 to $30 ..... 12c	Over $75 to $100 ..... 30c

Fees for International Money Orders

When payable in Apia, Austria, Belgium, Bolivia, Chili, Costa Rica, Denmark, Egypt, Germany, Hongkong, Japan, Liberia, Luxemburg, Mexico, Netherlands, New Zealand, Norway, Orange River Colony, Peru, Portugal, Sweden, Switzerland, and Transvaal:

Not exceeding $10.....8c	Over $50 to $60 .....30c
Over $10 to $20.....10c	Over $60 to $70 .....35c
Over $20 to $30.....15c	Over $70 to $80 .....40c
Over $30 to $40.....20c	Over $80 to $90 .....45c
Over $40 to $50.....25c	Over $90 to $100 .....50c

When payable in Cape Colony, France, Great Britain, Greece, Republic of Honduras, Italy, New South Wales, Queensland, Russia, Salvador, South Australia, Tasmania, and Victoria:

Not exceeding $10.....10c	Over $50 to $60 .....60c
Over $10 to $20.....20c	Over $60 to $70 .....70c
Over $20 to $30.....30c	Over $70 to $80 .....80c
Over $30 to $40.....40c	Over $80 to $90 .....90c
Over $40 to $50.....50c	Over $90 to $100 .....$1

REGISTERED MAIL

Domestic

Any article of the first, second, third, or fourth class mail matter may be registered at any post-office in the United States. The fee on registered matter, domestic or foreign, is 10 cents for each letter or parcel, to be affixed in stamps, in addition to the postage. Full prepayment of postage and fee is required. Two or more letters or parcels addressed to, or intended for, the same person cannot be tied or otherwise fastened together and registered as one.

A return receipt signed by the recipient and showing delivery is returned to the sender of each domestic registered letter or parcel if requested at the time of mailing.

If it is desired that registered matter be delivered to the addressee only, it should be endorsed "To be delivered to the addressee only."

The postal authorities give an indemnity for domestic first-class registered mail lost in transit up to $50.

Foreign

1. Any article of mail matter, except parcels post packages for France, The Netherlands, Uruguay, Great Britain, Barbadoes, Dutch Guiana, may be registered, provided that when presented for registration the postage thereon be fully prepaid by postage stamps affixed, also the registration fee, which is uniformly 10 cents.

2. Name and address of sender in full must be indorsed on or written across the end of the letter or article before it can be registered.

3. The senders of registered articles may obtain assurance of their receipt by persons addressed by indorsing them with the words, "Return receipt requested."

SPECIAL DELIVERY SYSTEM

A special 10 cent stamp, when attached to a letter or package (in addition to the lawful postage), will entitle such to immediate delivery at destination within the carrier limit of a free delivery office between the hours of 7 A.M. and 11 P.M., and from 7 A.M. to

7 P.M. at all other offices, or until after the arrival of the last mail at night, provided that be not later than 9 P.M. Special delivery mail must be delivered on Sunday, as well as on other days, if post-office is open on Sundays.

If special delivery matter fails of delivery because there is no person at the place of address to receive it, the matter is returned to the post-office and delivered in the ordinary mail.

Ten cents worth of ordinary stamps with "special delivery" written on envelope serves the same purpose. Short-paid second, third, and fourth class matter, to which is attached a special delivery stamp, cannot be forwarded.

POSTAL DISTANCES AND TIME FROM NEW YORK CITY

SHORTEST ROUTES AND TIME IN TRANSIT BY FASTEST TRAINS

Subject to alterations occasioned by changes in time tables and connections

Cities in U. S.	Mls.	Hrs.	Cities in U. S.	Mls.	Hrs.
Albany, N. Y.	142	3½	Cleveland, O.	568	19½
Atlanta, Ga.	882	24½	Columbus, O.	624	20
Baltimore, Md.	138	6	Concord, N. H.	292	9½
Bismarck, N. Dak.	1738	60½	Deadwood, S. Dak.	1957	65½
Boise, Idaho	2736	92½	Denver, Col.	1930	61½
Boston, Mass.	217	6	Des Moines, Ia.	1257	37½
Buffalo, N. Y.	410	9½	Detroit, Mich.	743	21
Cape May, N. J.	172	5	Galveston, Tex.	1789	56½
Carson City, Nev.	3036	109½	Harrisburg, Pa.	182	6
Charleston, S. C.	804	21½	Hartford, Ct.	112	4
Chattanooga, Ten.	853	32	Helena, Mont.	2423	89
Cheyenne, Wyo.	1899	54	Hot Springs, Ark.	1367	55
Chicago, Ill.	900	23	Indianapolis, Ind.	808	23
Cincinnati, O.	744	23	Jacksonville, Fla.	1077	30

POSTAL DISTANCES AND TIME FROM NEW YORK CITY (*Continued*)

Cities in U. S.	Mls.	Hrs.	Cities in U. S.	Mls.	Hrs.
Kansas City, Mo.	1302	38½	St. Louis, Mo.	1048	29
Louisville, Ky.	854	30	St. Paul, Minn.	1300	37
Memphis, Tenn.	1163	40	Salt Lake City, U.	2452	71½
Milwaukee, Wis.	985	29½	San Francisco, Cal.	3250	105
Montgomery, Ala.	1057	26	Santa Fe, N. Mex.	2173	82
Montpelier, Vt.	327	10½	Savannah, Ga.	905	26½
New Orleans, La.	1344	32	Tacoma, Wash.	3209	102
Omaha, Neb.	1383	43	Topeka, Kan.	1370	48
Philadelphia,Pa.	90	3	Trenton, N. J.	57	2
Pittsburgh, Pa.	431	13	Vicksburgh, Miss.	1288	50
Portland, Me.	325	12	Vinita, Ind. Ter.	1412	42
Portland, Ore.	3181	141½	Washington, D. C.	228	6
Prescott, Ariz.	2724	94	Wheeling, W. Va.	496	14½
Providence, R. I.	189	5	Wilmington, Del.	117	5
Richmond, Va.	344	11½	Wilmington, N. C.	593	20

FOREIGN CITIES FROM NEW YORK CITY

By Postal Route to	Mls.	D's	By Postal Route to	Mls.	D's
Adelaide, v. Frisco	12845	34	Havana	1366	3
Alexandria, v. Lon.	6150	13	Hongkong, v. Fris.	10590	25
Amsterdam, v. Lon.	3985	9	Honolulu, v. Frisco	5645	13
Antwerp, v. London	4000	9	Liverpool	3540	8
Athens, v. Lon.	5655	12	London	3740	8
Bahia, Brazil	5870	21	Madrid, v. London	4925	9
Bangkok, S. v. Frisco	13990	43	Melbourne, v. Fris.	12265	26
Batavia, J. v. Lon.	12800	34	Mexico City (R.R.)	3750	5
Berlin	4385	9	Panama	2355	6
Bombay, v. London.	9765	24	Paris	4020	8
Bremen	4235	8	Rio de Janeiro	6204	23
Buenos Ayres	8045	29	Rome, v. London	5030	9
Calcutta, v. London	11120	26	Rotterdam, v. Lon.	3935	9
Cape Town, v. Lon.	13245	27	St. Ptrsburg, v. Lon.	5370	10
Const'ople, v. Lon.	5810	11	Shanghai, v. Fris.	9920	25
Florence, v. London	4800	10	Stockholm, v. Lon.	4975	10
Glasgow	3370	10	Sydney, v. Frisco	11570	21
Greytown, v. N. O.	2815	7	Valparaiso, v. Pan.	5915	37
Halifax, N. S.	645	2	Vienna	4740	10
Hamburg, direct	4820	9	Yokohama, v. Fris.	7348	20

APPENDIX

STANDARD TIME

BY Standard Time is meant that the hour of each 15° of longitude becomes the local mean time for the zone or belt extending $7\frac{1}{2}$° on each side of the central meridian; though in practise the zone has to be adapted to local circumstances, and so cannot conform to the exact line or meridian, but is arranged to suit boundaries of States or Provinces as may be most convenient. By way of illustration, it may be noted that in the Province of Ontario, Canada, by Act of the Legislature, the hour of 75° W. is Standard Time for the Province as far as 87° W., and that the S.W. point, 83° W., extends westerly beyond the eastern part of the State of Michigan, where the time of 90° W. is used; so at Windsor, Ontario, it is noon while in Michigan — more to the east — it is 11 A.M. The Standard Time as used in the chief cities of Canada and the United States may be noted: at Quebec, Montreal, and Toronto, at Boston, New York, and Washington, the time of 75° W., five hours earlier than Greenwich, is used; at Winnipeg in Manitoba, and at Detroit, Chicago, and New Orleans, the time of 90°,

six hours earlier than Greenwich, is used; at Regina and Denver it is the time of 105°, seven hours earlier than Greenwich; and in British Columbia and at San Francisco the time of 120° W., eight hours earlier than Greenwich, is used; and when 180° is reached another day begins in Eastern Siberia, at the Fiji Islands, and a little to the east of New Zealand.

The same rule applies to places east of Greenwich, where, of course, noon is earlier than at Greenwich according to the longitude. Spain adopted Standard — that is, Greenwich — Time early in the century. When noon at Greenwich it is 2 P.M. in Egypt and South Africa; it is 5:30 P.M. in India, 82½° E.; in Japan and Corea, 135° E., it is 9 P.M.; and in Eastern Australia, 150° E., it is 10 P.M.

The question is often asked, "Where does a day begin?" — that is, any special day, New Year's Day or Easter Day — and the answer is that for all peoples, nations, and languages, using maps with longitude East and West from Greenwich, each day begins at the meridian of 180°, slightly east of New Zealand in the South, and intersecting Eastern Siberia in the North, and so the last day of the nineteenth century and the first day of the twentieth were on the Earth together, not running concurrently or side by side, north and south of the Equator, as has been sup-

posed, erroneously, but the latter following the former from 180° westerly to Greenwich, and on again to 180°, where it gave place to January 2.

Twelve O'clock Noon Greenwich Mean Time

AS COMPARED WITH THE CLOCK IN THE FOLLOWING PLACES

	H. M.		H. M.
Adelaide	9 14 P.M.	Melbourne, Aus.	9 40 P.M.
Auckland (N.Z.)	11 39 P.M.	Moscow	2 30 P.M.
Berlin	0 54 P.M.	Newfndland, S.Jns.	8 29 A.M.
Berne	0 30 P.M.	New York	7 4 A.M.
Bombay	4 51 P.M.	Paris	0 9 P.M.
Boston, U.S.	7 16 A.M.	Pekin	7 46 P.M.
Brisbane, Qnsland	10 12 P.M.	Penzance	11 37 A.M.
Brussels	0 17 P.M.	Perth, W. Aus.	7 43 P.M.
Calcutta	5 53 P.M.	Philadelphia	6 59 A.M.
Cape of Good Hope	1 14 P.M.	Port Moresby	10 4 P.M.
Chicago	6 10 A.M.	Prague	0 58 P.M.
Constantinople	1 56 P.M.	Quebec	7 15 A.M.
Dublin	11 35 A.M.	Rome	0 50 P.M.
Edinburgh	11 47 A.M.	Rotterdam	0 18 P.M.
Florence	0 45 P.M.	San Francisco, Port	3 52 A.M.
Glasgow	11 43 A.M.	St. Petersburg	2 1 P.M.
Hobart, Tasmania.	9 49 P.M.	Stockholm	1 12 P.M.
Jerusalem	2 21 P.M.	Suez	2 10 P.M.
Lisbon	11 23 A.M.	Sydney	10 5 P.M.
Madras	5 21 P.M.	Toronto	6 42 A.M.
Madrid	11 45 A.M.	Vancouver	3 38 A.M.
Malta	0 58 P.M.	Vienna	1 5 P.M.

FOREIGN COINS

WITH THEIR VALUE IN UNITED STATES MONEY AS PROCLAIMED BY THE SECRETARY OF THE TREASURY
1 OCTOBER, 1910

Country	Standard	Monetary Unit	Val. in terms of U.S.gold dollar	Coins
Argentine Republic	Gold	Peso	$0.965	Gold — argentine ($4.824) and ½ argentine. Silver — peso and divisions
Austria-Hungary	Gold	Crown	.203	Gold — 10 and 20 crowns. Silver — 1 and 5 crowns
Belgium	Gold	Franc	.193	Gold — 10 and 20 francs. Silver — 5 francs
Bolivia	Silver	Boliviano	.389	Silver boliviano and divisions
Brazil	Gold	Milreis	.546	Gold — 5, 10, 20 milreis. Silver — ½, 1, 2 milreis
British Honduras	Gold	Dollar	1.000	
Canada (except Nfd.)	Gold	Dollar	1.000	
Cent. Amer. States —				
Costa Rica	Gold	Colon	.465	Gold — 2, 5, 10, and 20 colons ($9.307). Silver — 5, 10 25, and 50 centimos
Guatemala, Honduras, Nicaragua, Salvador	Silver	Peso	.391	Silver — peso and divisions
Chili	Gold	Peso	.365	Gold — escudo ($1.825), doubloon ($3.650), and condor ($7.300). Silver — peso and divisions
China	Silver	[1] Tael — Canton	.612	
		[1] Tael — Haikwan	.652	
		[1] Tael — Hongkong	.421	

FOREIGN COINS (*Continued*)

Country	Standard	Monetary Unit	Val. in terms of U.S.gold dollar	Coins
China	Silver	Dollar { British / Mexican	$0.421 / .424	
Colombia	Gold	Dollar	1.000	Gold — condor ($9.647); d'ble-condor. Silver — peso
Denmark	Gold	Crown	.268	Gold — 10 and 20 crowns
Ecuador	Gold	Sucre	.487	Gold — 10 sucres ($4.8665). Silver — sucre and div.
Egypt	Gold	Pound (100 piasters)	4.943	Gold — pound (100 piasters), 5, 10, 20, 50 piasters Silver — 1, 2, 5, 10, 20 piasters
Finland	Gold	Mark	.193	Gold — 20 marks ($3.859), 10 marks ($1.93)
France	Gold	Franc	.193	Gold — 5, 10, 20, 50, 100 francs. Silver — 5 francs
German Empire	Gold	Mark	.238	Gold — 5, 10, and 20 marks
Great Britain	Gold	Pound Sterling	4.866½	Gold — sovereign (pound sterling), ½ sovereign
Greece	Gold	Drachma	.193	Gold — 5, 10, 20, 50, 100 drachmas. Sil. — 5 drachmas
Haiti	Gold	Gourde	.965	Gold — 1, 2, 5, 10 gourdes. Silver — gourde and div.
India (British)	Gold	Pound Sterling[2]	4.866½	Gold — sovereign (pound sterling). Silver — rupee and divisions
Italy	Gold	Lira	.193	Gold — 5, 10, 20, 50, and 100 lire. Silver — 5 lire
Japan	Gold	Yen	.498	Gold — 5, 10, and 20 yen. Silver — 10, 20, and 50 yen
Liberia	Gold	Dollar	1.000	
Mexico	Gold	Peso[3]	.498	Gold — 5, 10 pesos. Silver — dollar (or peso) and div.
Netherlands	Gold	Florin	.402	Gold — 10 florins. Silver — 2½. 1 florin and divisions
Newfoundland	Gold	Dollar	1.014	Gold — 2 dollars ($2.028)

Norway	Gold	Crown	.268	Gold — 10 and 20 crowns
Panama	Gold	Balboa	1.000	Gold — 1, 2½, 5, 10, 20 balboas. Silver — peso and div.
Persia	Silver	Kran	.072	Gold — ½, 1 and 2 tomans ($3.409). Silver — ¼, ½, 1, 2, and 5 krans
Peru	Gold	Libra	4.866⅔	Gold — ½ and and 1 libra. Silver — sol and divisions
Philippine Islands	Gold	Peso	.500	Silver peso — 10, 20 and 50 centavos
Portugal	Gold	Milreis	1.080	Gold — 1, 2, 5 and 10 milreis
Russia	Gold	Ruble	.515	Gold — 5, 7½, 10, and 15 rubles. Silver — 5, 10, 15, 20, 25, 50, and 100 copeks
Spain	Gold	Peseta	.193	Gold — 25 pesetas. Silver — 5 pesetas
Straits Settlements	Gold	Pound Sterling [4]	4.866½	Gold — sovereign (pound sterling). Sil. — dol. and div.
Sweden	Gold	Crown	.268	Gold — 10 and 20 crowns
Switzerland	Gold	Franc	.193	Gold — 5, 10, 20, 50, and 100 francs. Silver — 5 francs
Turkey	Gold	Piaster	.044	Gold — 25, 50, 100, 250, and 500 piasters
Uruguay	Gold	Peso	1.034	Gold — peso. Silver — peso and divisions
Venezuela	Gold	Bolivar	.193	Gold — 5, 10, 20, 50, 100 bolivars. Silver — 5 bolivars

[1] Amoy, .641; Cheefoo, .613; Chin Kiang, .626; Fuchau, .593; Hankau, .599; Kiaochu, .621; Nanking, .634; Newchang, .601; Ningpo, .616; Peking, .625; Shanghai, .585; Swatow, .592; Takau, .645; Tientsin, .621.

[2] The sovereign is the standard coin of India, but the rupee ($0.32442) is the current coin, valued at 15 to the sovereign.

[3] Seventy-five centigrams fine gold.

[4] The current coin of the Straits Settlements is the silver dollar issue on government account and which has been given a tentative value of $0.567758½.

NOTE. — The coins of silver-standard countries are valued by their pure silver contents at the average market price of silver for the three months preceding the date of this table. (Courtesy *The World Almanac*.)

COMPARATIVE THERMOMETERS

Réaumur	Centigrade	Fahrenheit	
80	100	212	Water boils at sea-level
76	95	203	
72	90	194	
68	85	185	
63.1	78.9	174	Alcohol boils
60	75	167	
56	70	158	
52	65	149	White of egg coagulates
48	60	140	
44	55	131	
42.2	52.8	127	
40	50	122	
36	45	113	Tallow melts
33.8	42.2	108	
32	40	104	
29.3	36.7	98	Blood heat
28	35	95	
25.8	32.2	90	
24	30	86	
21.3	26.7	80	
20	25	77	
16	20	68	Temperate
12.4	15.3	60	
10.2	12.8	55	
8	10	50	
5.8	7.2	45	
4	5	41	
1.3	1.7	35	
0	0	32	Water freezes
0.9	— 1.1	30	
4	— 9	23	
5.3	— 6.7	20	
8	—10	14	
9.8	—12.2	10	
12	—15	5	
14.2	—17.8	0	Zero Fahr.

Réaumur	Centigrade	Fahrenheit	
16	−20	− 4	
20	−25	−13	
24	−30	−22	
28	−35	−31	
32	−40	−40	Mercury freezes

To change from centigrade to Fahrenheit multiply by 9, divide by 5, and add 32. To change from Réaumur to Fahrenheit, multiply by 9, divide by 4, and add 32.

(Courtesy *The World Almanac*)

WEIGHTS AND MEASURES

THE METRIC SYSTEM

Multiples, which are used equally with all the principal units	Kinds of Quantities Measured	Principal Units	Definitions	Divisions, which are used equally with all the principal units
	Length	m (meter)		
M (myria = 10000)				d (deci = .1)
	Area	sq. m (square meter)		c (centi = .01)
K (kilo = 1000)		a (Ar)	1 sq. Dm.	m (milli = .001)
H (hekto = 100)				(NOTE 4. These are Latin numerals)
		cu m (cubic meter)		
D (deka = 10)	Volume	s (ster)	1 cu. m.	
(NOTE 2. These are Greek numerals)		l (liter)	1 cu. d m	
	Weight	g (gram)	Weight of 1 cu. cm. of pure water at 4° centigrade	

NOTE 3. 1000 kg. is called t. (a metric ton.)

Linear Measure

12 in. = 1 foot
3 ft. = 1 yd.
5½ yds. = 1 rod
320 rds. = 1 mile
5280 ft. = 1 mile
3 miles = 1 league

The hand (4 in.) is used to measure the height of horses. The nautical mile is 6086.44 ft. 1 knot is 1.1528 statute miles. 1 degree is 67.168 statute miles.

Square Measure

144 sq. in. = 1 sq. ft.
9 sq. ft. = 1 sq. yd.
30¼ sq. yds. = 1 sq. rod
160 sq. rods = 1 acre
640 acres = 1 sq. mile

The side of a square having an area of an acre is approximately 208¾ feet.

Dry Measure

2 pints = 1 quart
8 quarts = 1 peck
4 pecks = 1 bushel

Liquid Measure

4 gills = 1 pt.
2 pts. = 1 qt.
4 qts. = 1 gall.
31½ gall. = 1 barrel
2 barrels = 1 hogshead

Apothecaries' Weight

20 grains = 1 scruple
3 scruples = 1 dram
8 drams = 1 ounce
12 ounces = 1 pound

Avoirdupois Weight

16 drams = 1 ounce
16 ounces = 1 pound
100 pounds = 1 hundredweight
20 hundredweights = 1 ton
Long ton = 2240 pounds, used mostly in Great Britain.

Troy Weight

24 grains = 1 pennyweight
20 pennyweights = 1 ounce
12 ounces = 1 pound
1 carat in diamond, measure = 3.2 Troy grains.

Paper Measure

24 sheets = 1 quire
20 quires = 1 ream
2 reams = 1 bundle
5 bundles = 1 bale

Time Measure

60 seconds = 1 minute
60 minutes = 1 hour
24 hours = 1 day
7 days = 1 week
28, 29, 30, or 31 days = 1 calendar month (30 days = 1 month in computing interest)
365 days = 1 year
366 days = 1 leap year

Circular Measure

60 seconds = 1 minute
60 minutes = 1 degree
30 degrees = 1 sign
90 degrees = 1 quadrant
4 quadrants = 12 signs, or 360 degrees = 1 circle

Cloth Measure

2¼ inches = 1 nail
4 nails = 1 quarter
4 quarters = 1 yard

Mariners' Measure

6 feet = 1 fathom
120 fathoms = 1 cab. le'th.
7½ cable lengths = 1 mile
5280 feet = 1 stat. mile
6085 feet = 1 naut. mile

Miscellaneous

3 inches = 1 palm
4 inches = 1 hand
6 inches = 1 span
18 inches = 1 cubit
21.8 in. = 1 Bible cubit
2½ ft. = 1 military pace

Surveyors' Measure

7.92 inches = 1 link
25 links = 1 rod
4 rods = 1 chain
10 square chains or 160 square rods = 1 acre
640 acres = 1 sq. mile
36 sq. miles (6 miles sq.) = 1 township.

Cubic Measure

1728 cubic in. = 1 cub. ft. 128 c. ft. = 1 cord (wood)
27 cubic ft. = 1 cubic yd. 40 cub. ft. = 1 ton (shpg.)
2150.42 cubic inches = 1 standard bushel
268.8 cubic inches = 1 standard gallon
1 cubic foot = about four-fifths of a bushel

Metric Equivalents

Linear Measure

1 centimeter = 0.3937 in.	1 in. = 2.54 centimeters
1 decimeter = 3.937 in. = 0.328 feet	1 ft. = 3.048 decimeters
1 meter = 39.37 in. = 1.0936 yards	1 yard = 0.9144 meter
1 dekameter = 1.9884 rods	1 rod = 0.5029 dekameter
1 kilometer = 0.62137 mile	1 mile = 1.6093 kilometers

Square Measure

1 sq. centimeter = 0.1550 sq. in.	1 sq. inch = 6452 square centimeters
1 sq. decimeter = 0.1076 sq. ft.	1 sq. foot = 9.2903 square decimeters
1 sq. meter = 1.196 sq. yd.	1 sq. yd. = 0.8361 sq. m'r.
1 are = 3.954 sq. rd.	1 sq. rd. = 0.2529 are
1 hektar = 2.47 acres	1 acre = 0.4047 hektar
1 sq. kilometer = 0.386 sq. m.	1 sq. m. = 2.59 sq. kilometers

Measure of Volume

1 cu. centimeter = 0.061 cu. in.	1 cu. in. = 16.39 cu. centimeters
1 cu. decimeter = 0.0353 cu. ft.	1 cu. ft. = 28.317 cu. decimeters
1 cu. mr. = 1.308 cu. yd.	1 cu. yd. = 0.7646 cu. mr.
1 stere = 0.2759 cd.	1 cord = 3.624 steres
1 lite = 0.908 qt. dry	1 qt. dry = 1.101 liters
1.0567 qt. liq.	1 qt. liq. = 0.9463 liter
1 dekaliter = 2.6417 gal.	1 gal. = 0.3785 dekaliter
.135 pks.	1 peck = 0.881 dekaliter
1 hektoliter = 2.8375 bush.	1 bus. = 0.3524 hektoliter

Weights

1 gram. = 0.03527 ounce	1 ounce = 28.85 grams.
1 kilogram = 2.2046 lbs.	1 lb. = 0.4536 kilogram
1 metric ton = 1.1023 English ton	1 English ton = 0.9072 metric ton

British Weights and Measures

The British Weights and Measures Act of 1878, which superseded all previous laws upon the subject, enacts the measures which may legally be used in the United Kingdom. These are based upon the Standard Yard and the Standard Pound.

Further Acts of Parliament were passed in 1889 and 1904 dealing with the question of verification of weights and measures, and regulations were issued by the Board of Trade in 1907 respecting the inspection and stamping of weights and measures.

The Yard and the Pound are the only two independent standards for weights and measures, as the Gallon, the standard of capacity, both for dry and liquid measure, is not independent, but is based upon the Pound. The Gallon is defined in the Act of 1878 as the volume of ten Imperial Standard Pounds weight of distilled water weighed in air against brass weights, with the water and air at the temperature of 62° Fahrenheit and the barometer at 30 inches.

The multiples and subdivisions of the Standard Yard, Pound, and Gallon, as laid

down in the Act of 1878, are as follows; the legal abbreviations are given in brackets:

1. MEASURES OF LENGTH

12 inches (*in.*)	=	1 foot (*ft.*)
3 feet	=	1 YARD (*yd.*)
5½ yards	=	1 rod, pole, or perch
4 poles	=	1 chain or 100 links
10 chains	=	1 furlong
8 furlongs	=	1 mile

2. MEASURES OF WEIGHT

7000 grains (*gr.*)	=	1 POUND (*lb.*)

Also

16 drams (*dr.*)	=	1 ounce (*oz.*)
16 ounces	=	1 POUND (*lb.*)
14 pounds	=	1 stone
8 stone	=	1 hundredweight (*cwt.*)
20 hundredweights	=	1 ton

3. MEASURES OF CAPACITY

4 gills	=	1 pint
2 pints	=	1 quart
4 quarts	=	1 GALLON
2 gallons	=	1 peck
4 pecks	=	1 bushel
8 bushels	=	1 quarter
36 bushels	=	1 chaldron

4. MEASURES OF LAND

40 square perches	=	1 rood
4 roods	=	1 acre

For certain special purposes, the following are also authorized by the Act of 1878 or by Order in Council under the Act:

1. For weighing gold and silver and precious stones:

The Troy ounce, equal in weight to 480 grains. In dealing with quantities less than an ounce, the ounce is divided decimally, *not* into grains. Larger quantities than an ounce are stated in ounces. There is *no* Troy pound.

2. For the use of apothecaries and for selling drugs retail:

(*a*) MEASURES OF WEIGHT

20 grains ..... = 1 scruple (℈)
3 scruples ..... = 1 drachm (ʒ)
8 drachms .... = 1 Apothecaries' ounce (*oz. Apoth.*)

(*b*) MEASURES OF CAPACITY

60 minims (*min.*) ..... = 1 fluid drachm (*fl. dr.*)
8 fluid drachms ..... = 1 fluid ounce (*fl. oz.*)

Of the Apothecaries' measure of weight, the grain is the same as the Imperial grain; and the Apothecaries' ounce contains 480 grains, like the Troy ounce. But, of the measures of capacity, the Apothecaries' *drachm* is not the same as the Imperial *dram*, and the two words are spelt differently. A fluid ounce of distilled water at a temperature of 62° Fahrenheit is equal in weight to the Imperial ounce (437.5 grains), and the *fluid drachm* (54.6875 grains) is equal in weight to two Imperial *drams*.

ELECTRICAL MEASURES

It is customary to express electrical measures in terms of the centimeter, the gramme, and the second, and the value of the units

has been fixed by international agreement. The principal units, as described in the Order in Council of January 10, 1910, are as follows:

The OHM, the unit of resistance, is the resistance offered to an unvarying electric current by a column of mercury, at the temperature of melting ice, 14.4521 grammes in mass, of a constant cross-sectional area, and of a length of 106.3 centimeters.

The AMPERE, the unit of current, is the unvarying electric current which, when passed through a solution of nitrate of silver in water, deposits silver at the rate of 0.001118 of a gramme per second.

The VOLT, the unit of pressure, is the pressure which, when steadily applied to a conductor whose resistance is one ohm, will produce a current of one ampère.

The WATT, the unit of power, is $\frac{1}{746}$ of one horse-power, the horse-power being 33,000 lb. raised one foot in one minute. The Board of Trade unit is 1000 Watt-hours.

In carbon lamps of 16-candle power (nominal) about four watts are required per candle power to give good economical results for domestic purposes. One Board of Trade unit will keep a 16-candle carbon lamp alight for about 16 hours; metallic filament lamps require considerably less.

Measures for Special Purposes

Builders' Measurements

Stock or kiln bricks.... $8\frac{3}{4}$ inches × $4\frac{1}{4}$ × $2\frac{3}{4}$
Welsh fire-bricks ..... 9 inches × $4\frac{1}{2}$ × $2\frac{3}{4}$
Paving bricks ..... 9 inches × $4\frac{1}{2}$ × $1\frac{3}{4}$
Square tiles..... $9\frac{3}{4}$ inches × $9\frac{3}{4}$ × 1
Square tiles..... 6 inches × 6 × 1
Dutch clinker bricks .. $9\frac{1}{4}$ inches × 3 × $1\frac{1}{2}$

A Rod of Brickwork $16\frac{1}{2}$ feet × $16\frac{1}{2}$ feet × $1\frac{1}{2}$ brick thick = 306 cubic feet, or $11\frac{1}{3}$ cubic yards, and contains about 4500 bricks with about 75 cubic feet of mortar.

Ordinary bricks weigh about 7 lb. each; a load of 500 weighs about 1 ton 11 cwt. 1 qr.

A Piece of Wall Paper is 12 yd. long × 21 in. wide (English), and 9 yd. × 18 in. (French).

Timber and Wood

40 cubic feet rough, 50 cubic feet squared = 1 load
50 cubic feet of planks = 1 load
100 superficial feet = 1 square of flooring
120 Deals = 100

Width of Battens, 7 inches; Deals, 9 inches; Planks are 2 to 4 inches thick, and 10 or 11 inches wide. A Cord of Wood is $2\frac{1}{2}$ tons, or 128 cubic feet.

Corn

Wheat and other cereals are commonly sold by weight, the bushel being thus reckoned:

Wheat, English, 60 lb. Foreign, 62 lb.

Barley, English, 50 lb. French, $52\frac{1}{2}$ lb. Mediterranean, 50 lb.

Oats, English, 39 lb. Foreign, 38 and 40 lb.
Rye and Maize, 60 lb. Buckwheat, 52 lb.

Hay and Straw

Truss of Straw, 36 lb. Truss of Old Hay, 56 lb.

Truss of New Hay (to September 1), 60 lb.

Load, 36 Trusses — Straw, 11 cwt. 2 qr. 8 lb.; Old Hay, 18 cwt.; New Hay, 19 cwt. 1 qr. 4 lb.

Yard Measures

Cotton and Spun Silk Count. — Thread = 1½ yards; Lea, or Skein, *skn.* = 120 yards; Hank, *hk* = 7 Skeins, or Leas = 840 yards; Spindle, *spdl.* = 18 Hanks; counts = the number of Hanks in 1 lb.; Bundle Hanks, either of 5 lb. or 10 lb.; Reels of Cotton vary from 30 to 1760 yards; they must be marked correctly. Bundles of Cotton are chiefly made up for export.

Worsted Count. — Wrap, 80 yards; Hank = 560 yards = 7 Wraps. Counts or Numbers are the number of hanks in a lb.

Linen Count. — The Hank or Lea is 300 yards, and the number of these in 1 lb. is the count of the yarn. A Spindle is 48 hanks; a Bundle is 200 hanks.

West of England Count. — The Hank is 320 yards, and the number of hanks in 1 lb. is the count of the yarn.

Size of Barrel	Gals.
Firkin or Quarter Barrel	9
Anker (10 gallons)	10
Kilderkin, Rundlet, or ½ Barrel	18
Barrel	36
Tierce (42 gallons)	42
Hogshead of Ale (1½ barrels)	54
Puncheon	72
Butt of Ale	108

In the British Dependencies

The Imperial weights and measures are the legal standards in the British Dominions and in India. In some Colonies the Metric system may also be used. In certain Colonies and in India, the old local measures are still employed to a considerable extent. Among these are the following:

Indian Weights (*Bengal*)

Tola, unit of postage = 180 grains
Chittak = 5 Tolas; Seer (16 Chittaks) = $2\frac{9}{35}$ lb.
Imperial or Indian Maund = $82\frac{2}{7}$ lb. = 40 seer

Madras

Viss = 3.09 lbs., Maund = 25 lb., Candy = 500 lb.

South African Land Measures

Cape Morgen	= 2.11654	English Acres
Cape Feet	= 1.033	English Feet
Cape Rood	= 12.396	English Feet

European Countries

The metric system of weights and measures has been adopted in the following countries:

Austria, Belgium, Bulgaria, France, Germany, Italy, Portugal, Norway, Rumania, Servia, Spain, Sweden, and Switzerland.

In *Russia* the standard of length is the Sachine, which is equal to seven British feet; the standard of weight is the Pound, equal to nine-tenths of the British pound. The other measures are:

1. MEASURES OF LENGTH

16 vershok ..... = 1 archine
3 archine ..... = 1 sachine
500 sachine ..... = 1 verst

2. MEASURES OF WEIGHT

3 zolotnik ..... = 1 loth
32 loth ..... = 1 pound
40 pounds ..... = 1 pood
10 poods ..... = 1 berkovatz

In *Turkey* the weights and measures differ considerably in different parts of the Empire, but the following are those used at Constantinople and the neighborhood:

1. MEASURES OF LENTGH

2 jeras = 1 rup
8 rups = 1 pek = 26.77 British inches

2. MEASURES OF WEIGHT

16 kirats = 1 dram
400 drams = 1 oke = 2.828 British pounds
44 okes = 1 kantar

The usual measure of capacity in Turkey is the Kileh, which is slightly larger than the British bushel.

TIME AND WATCH ON BOARD SHIP

Time. — Time is kept by means of "Bells," although there is but one bell on the ship; and to strike the clapper properly against the bell requires some skill.

First, two strokes of the clapper at the interval of a second, then an interval of two seconds; then two more strokes with a second's interval apart, then a rest of two seconds, thus:

Bell, one second; B., two secs.; B. s.; B. ss. B. s.; B. ss.; B.

Watch. — For purposes of discipline, and to divide the work fairly, the crew is mustered in two divisions: the Starboard (right side, looking forward) and the Port (left). The day commences at noon, and is thus divided:

Afternoon Watch.....	noon to 4 P.M.
First Dog Watch	4 P.M. to 6 P.M.
Second Dog Watch	6 P.M. to 8 P.M.
First Watch	8 P.M. to midnight
Middle Watch	12 A.M. to 4 A.M.
Morning Watch	4 A.M. to 8 A.M.
Forenoon Watch	8 A.M. to noon

This makes seven *Watches*, which enables the crew to keep them alternately, as the *Watch* which is on duty in the forenoon one

day has the afternoon next day, and the men who have only four hours' rest one night have eight hours the next. This is the reason for having *Dog Watches*, which are made by dividing the hours between 4 P.M. and 8 P.M into two *Watches*.

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